



# Speaking Tips

## ***YOUR CITY COUNCIL IS INTERESTED IN YOUR OPINION!***

The following tips are provided in an effort to assist you in making your opinions known to the Council.

So that you may make the most efficient use of your time, you may wish to:

- Review an agenda item or topic to be discussed. A notebook containing the agenda and staff reports is available on the public table located at the rear of the Council Chamber.
- Complete the *Speaker* card and submit it to the City Clerk or Council Hostess **before** the Council is ready to discuss your item.
- When your name is called, step up to the podium and state your name only.
- State your message clearly and concisely as you commence speaking.
- At the conclusion of your remarks, summarize for the Council the action you support or oppose.
- All speakers are expected to maintain proper order and decorum at all times. (LMMC § 2.08.360)

*La Mesa is YOUR COMMUNITY --- and YOUR COMMENTS are important.  
So step up and speak out. Your City Council is listening.*



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**CITY COUNCIL MEETING  
Speaker Card**

MEETING DATE: \_\_\_\_\_

AGENDA ITEM NO. \_\_\_\_\_

SUPPORT  OPPOSE

Or PUBLIC COMMENTS REGARDING:

\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_ REPRESENTING: \_\_\_\_\_

\*\* ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

\*\* TELEPHONE: \_\_\_\_\_ \*\* E-MAIL: \_\_\_\_\_

**\*\*Contact Information (OPTIONAL).** Any information provided on this form is considered a "public record" and may be distributed or released to the public and/or media.

Please give this request to the Council Hostess.

*Speakers are limited to 3 minutes.*

Thank you for participating in this meeting.



**CITY COUNCIL MEETING  
Speaker Card**

MEETING DATE: \_\_\_\_\_

AGENDA ITEM NO. \_\_\_\_\_

SUPPORT  OPPOSE

Or PUBLIC COMMENTS REGARDING:

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\_\_\_\_\_

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Thank you for participating in this meeting.



# City Council Meeting Speaker Card

Meeting Date: \_\_\_\_\_

Agenda Item No. \_\_\_\_\_

Public Comment \_\_\_\_\_

Name: \_\_\_\_\_ Representing: \_\_\_\_\_

\*\*Address: \_\_\_\_\_

\*\*Telephone: \_\_\_\_\_ \*\*E-Mail: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* Contact information is OPTIONAL. Any information provided on this form is considered a 'public record', and may be distributed or released to the public and/or media.**

Please give this request to the City Clerk.

Speakers are limited to 3 minutes.

Name | *Nombre*

City of Residence  
*Ciudad de Residencia*

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**Time Allotted for Speaking**

In general, speakers are allotted:

- Five\* minutes per person for specific items listed on the agenda
- Three\* minutes per person for items NOT on the agenda

Groups are limited to a total presentation period of 30 minutes, subject to adjustment by the Mayor. Members of the group must be present. Individuals represented by the group spokesperson waive their option to speak individually on the same item or topic at the meeting.

\* The amount of time allotted may be adjusted by the Mayor.

**Tiempo Asignado para Testimonios**

*En general, los oradores están asignados:*

- *Cinco\*\* minutos por persona para los asuntos específicos enumerados en la agenda*
- *Tres\*\* minutos por persona para los asuntos que NO están en la agenda*

*Los grupos están limitados a un período de presentación total de 30 minutos, sujeto a ajustes por el/la Alcalde(sa). Los miembros del grupo deben estar presentes. Las personas representadas por el portavoz del grupo renuncian a su opción de hablar individualmente sobre el mismo tema en la reunión.*

\*\* El tiempo asignado puede ser ajustado por el/la Alcalde(sa).

Name | *Nombre*

City of Residence  
*Ciudad de Residencia*

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**GROUP Request to Speak**  
**Solicitud para dar Testimonio en GRUPO**



**GROUP Request to Speak**  
**Solicitud para dar Testimonio en GRUPO**

Spokesperson's Name | *Nombre de Portavoz* \_\_\_\_\_ Date | *Fecha* \_\_\_\_\_

SUPPORT | *En APOYO* **OR/O**  NOT on the agenda  
 OPPOSE | *En OPOSICIÓN* **NO está en la agenda**

Agenda Item # \_\_\_\_\_  
*Número de asunto*

Spokesperson's Name | *Nombre de Portavoz* \_\_\_\_\_ Date | *Fecha* \_\_\_\_\_

SUPPORT | *En APOYO* **OR/O**  NOT on the agenda  
 OPPOSE | *En OPOSICIÓN* **NO está en la agenda**

Agenda Item # \_\_\_\_\_  
*Número de asunto*

Organization (if any) \_\_\_\_\_ Phone/Email \_\_\_\_\_  
*Organización* *Número de teléfono/Correo electrónico*

Organization (if any) \_\_\_\_\_ Phone/Email \_\_\_\_\_  
*Organización* *Número de teléfono/Correo electrónico*

**Note:** By electing to be represented by the spokesperson named above, individuals listed below waive their option to speak individually on the same item or topic at the meeting. | **Nota:** Al elegir ser representado por el portavoz mencionado anteriormente, las personas enumeradas a continuación renuncian a su opción de hablar individualmente sobre el mismo tema en la reunión.

**Note:** By electing to be represented by the spokesperson named above, individuals listed below waive their option to speak individually on the same item or topic at the meeting. | **Nota:** Al elegir ser representado por el portavoz mencionado anteriormente, las personas enumeradas a continuación renuncian a su opción de hablar individualmente sobre el mismo tema en la reunión.

**Names of Group Members | Nombres de los miembros del grupo**

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Name   <i>Nombre</i>	City of Residence <i>Ciudad de Residencia</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name   <i>Nombre</i>	City of Residence <i>Ciudad de Residencia</i>
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Use reverse side for additional names | *Utilice el lado inverso para nombres adicionales*

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*Por favor, entregue esta solicitud al Secretario Municipal antes de la sesión.*

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### **How to Request to Speak**

1. Complete a Request to Speak form.
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3. When it is your turn to speak, the Mayor will call you to the podium and will indicate the amount of time allotted for speaking.

### **Time Allotted for Speaking**

The amount of time allotted for speakers varies by topic and may be adjusted by the Mayor. In general, speakers are allotted:

- Five\* minutes for specific items listed on the agenda (addressed when the item is discussed)
- Three\* minutes for items NOT on the agenda (addressed during Public Comments)

\* Individuals who utilize a translator will be allotted twice the amount of time to ensure that non-English speakers receive the same opportunity to directly address the City Council.

### **Other Important Notes**

Persons speaking during Public Comments may address the Council on any subject matter within the Council's jurisdiction that is NOT listed as an item on the agenda. State law prohibits the Council from taking action or engaging in discussion on any issue not listed on the agenda; however, if appropriate, the Council may schedule the topic for future discussion or refer the matter to staff.

**The City Council appreciates your continued interest and involvement in the City's decision-making process.  
Thank you for your participation in this meeting**

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### **Cómo Solicitar dar Testimonio**

1. Llene una solicitud para dar testimonio.
2. Presente solicitud para dar testimonio al Secretario Municipal antes del inicio de la sesión.
3. Cuando sea su turno, el/la Alcalde(sa) lo llamará al podio e indicará el tiempo asignado para dar su testimonio.

### **Tiempo Asignado para Testimonios**

La cantidad de tiempo asignado varía según el tema y puede ser ajustada por el/la Alcalde(sa). En general, los oradores están asignados:

- Cinco\* minutos para los asuntos específicos enumerados en la agenda (tratados cuando se discute el tema)
- Tres\* minutos para los asuntos que NO están en la agenda (tratados durante los comentarios del público)

\* A las personas que utilicen un traductor se les asignará el doble de tiempo para garantizar que las personas que no hablan inglés reciban la misma oportunidad de dirigirse directamente al Consejo Municipal.

### **Otras Notas Importantes**

Las personas que hablan durante los Comentarios del Público pueden dirigirse al Consejo Municipal sobre cualquier tema dentro de la jurisdicción del Consejo que NO esté incluido como un asunto en la agenda. La ley estatal prohíbe que el Consejo tome medidas o participe en discusiones sobre cualquier tema que no esté incluido en la agenda; sin embargo, si es apropiado, el Consejo puede programar el tema para futuras discusiones o referir el asunto al departamento apropiado.

***El Consejo Municipal aprecia su interés y participación en el proceso democrático y en la de toma de decisiones de la ciudad.***

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# REQUEST TO SPEAK | SOLICITUD PARA DAR TESTIMONIO



\_\_\_\_\_  
Name | *Nombre*

\_\_\_\_\_  
Date | *Fecha*

SUPPORT | *En APOYO*

OPPOSE | *En OPOSICIÓN*

OR | O

Item is NOT on the agenda

*El asunto NO está en la agenda*

**I do not wish to speak;**  
please register my position on  
an agenda item for the record.  
**No deseo hablar;** por favor  
registre mi posición en un  
asunto de la agenda.

\_\_\_\_\_  
Agenda Item No.

*Número de asunto*

## Contact Information (optional) | Información de Contacto (opcional)

Representing  Myself | *A mí mismo*

*Representando*  Organization | *Organización:*

\_\_\_\_\_  
City of Residence | *Ciudad de Residencia*

\_\_\_\_\_  
Address | *Domicilio*

\_\_\_\_\_  
Phone Number | *Número de teléfono*

\_\_\_\_\_  
Email | *Correo electrónico*

Subscribe to email agenda publication notifications.  
*Suscríbese a notificaciones de publicación de agenda  
por correo electrónico.*

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# REQUEST TO SPEAK | SOLICITUD PARA DAR TESTIMONIO



\_\_\_\_\_  
Name | *Nombre*

\_\_\_\_\_  
Date | *Fecha*

SUPPORT | *En APOYO*

OPPOSE | *En OPOSICIÓN*

OR | O

Item is NOT on the agenda

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\_\_\_\_\_  
Agenda Item No.

*Número de asunto*

## Contact Information (optional) | Información de Contacto (opcional)

Representing  Myself | *A mí mismo*

*Representando*  Organization | *Organización:*

\_\_\_\_\_  
City of Residence | *Ciudad de Residencia*

\_\_\_\_\_  
Address | *Domicilio*

\_\_\_\_\_  
Phone Number | *Número de teléfono*

\_\_\_\_\_  
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\*Completion of this form is voluntary. ALL INFORMATION PROVIDED ON THIS SLIP IS PUBLIC.

## CITY OF ALAMEDA - Speaker Slip

If you wish to address the City Council, please complete this slip and present it to the Assistant/Deputy City Clerk to ensure your opportunity to speak. You may remain anonymous. Please limit your remarks to no more than three (3) minutes. Please print clearly.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Please provide pronunciation tips so that your name may be properly pronounced)

AGENDA ITEM # \_\_\_\_\_ In Favor \_\_\_\_\_ Not in Favor \_\_\_\_\_  
(For appeals: check "In Favor" of appeal or "Not In Favor" of appeal)

**OR**

AGENDA ITEM # 4 and 8, ORAL COMMUNICATIONS, NON-AGENDA (Items not on agenda)  
Subject: \_\_\_\_\_

\*Do you represent an Organization? \_\_\_\_\_ (Name of Organization)  
\*Home Address: \_\_\_\_\_ \*Telephone: (\_\_\_\_) \_\_\_\_\_  
\*Business Address: \_\_\_\_\_ \*Telephone: (\_\_\_\_) \_\_\_\_\_  
\*E-mail: \_\_\_\_\_  
**\* ONLY PROVIDE INFORMATION YOU WISH TO SHARE PUBLICLY**

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\*E-mail: \_\_\_\_\_  
**\* ONLY PROVIDE INFORMATION YOU WISH TO SHARE PUBLICLY**





# CITY OF ALISO VIEJO

## Request to Address City Council

Meeting Date \_\_\_\_\_

This is a public document\*. To address the City Council, please complete this form and return it to the City Clerk prior to the start of the meeting. Your name will be called at the appropriate time to speak. Please complete a separate form for each item you wish to address. **SPEAKERS ARE LIMITED TO 3 MINUTES PER PERSON.**

Name: \_\_\_\_\_

Address (optional\*): \_\_\_\_\_

Email Address (optional\*): \_\_\_\_\_

Please check appropriate box:

I am speaking on Agenda Item No. \_\_\_\_\_ (or subject) \_\_\_\_\_  
 In favor                       In opposition                       No position

**OR**

I am speaking under Community Input (*PLEASE NOTE: The Community Input Section is for any issue not listed on this agenda. In compliance with the Brown Act, no discussion or action may be taken by the City Council on comments received at this time, except the City Council may briefly respond to statements made or questions posed.*)



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# CITY OF ATWATER SPEAKER CARD REQUEST TO SPEAK

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## WELCOME TO THE COUNCIL MEETING

If you wish to address the Council, please complete this form and submit to the Deputy City Clerk prior to the start of the City Council meeting. Completion of this form is NOT MANDATORY, but is requested for follow-up purposes

PLEASE PRINT:

DATE: \_\_\_\_\_ Please indicate when you would like to speak:

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_  I would like to speak on Agenda Item #: \_\_\_\_\_

CITY: \_\_\_\_\_  I would like to speak under Public Comments

EMAIL: \_\_\_\_\_

- *Those who wish to speak may fill out speaker cards and return to the Deputy City Clerk.*
  - *Speakers remarks are limited to 3 minutes. (In an effort to hear each speaker).*
  - *Speakers are limited to speak one time only. (Council may ask questions for clarification and engage briefly with some individuals, but not turn into a debate). This is an effort for everyone to be heard.*
  - *Limited Follow up comments may be allowed only if time permits.*
  - *The audience is requested to be seated until your name is called. Standing or obstructing of aisles is prohibited.*
- Thank you.*

**PUBLIC SPEAKERS SLIP \***



PLEASE FILL OUT AND PLACE IN BOX ON CITY CLERK'S DESK IN ADVANCE  
Please Print Clearly. Please do not disturb the clerk during the meeting

DATE OF MEETING: \_\_\_\_\_

(Please note that you are not required to provide personal information in order to speak. However, if you desire or need follow-up regarding your issue, staff needs this information. Speaker slips are documents subject to the Public Records Act.)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_

Email ADDRESS (in case we need to follow up): \_\_\_\_\_

ORGANIZATION/AFFILIATION (if speaking on behalf of): \_\_\_\_\_

If you want to submit your views for the record *without speaking*, please use the green "Comment Form":

\*\*\*\*\*

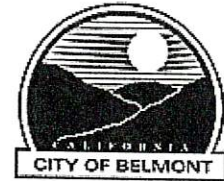
*Please specify appropriate agenda item:*

Specific Agenda Item No. \_\_\_\_\_ or Item Not on Agenda \_\_\_\_\_

SUBJECT/AGENDA ITEM TITLE: \_\_\_\_\_

\* See other side for instructions.

**PUBLIC SPEAKERS SLIP \***



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Specific Agenda Item No. \_\_\_\_\_ or Item Not on Agenda \_\_\_\_\_

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## **RIGHTS OF CITIZENS ATTENDING MEETINGS AND USE OF THIS FORM:**

Citizens have the right to attend the meetings of most governmental bodies and they may be permitted to address the body on subjects relevant to its business. **However, citizens must observe all the rules and regulations of the body regarding attendance and addressing its members.**

Please use this form if you want to:

- Speak under Public Comments/Announcements
- Speak on an item on the agenda

*Be sure to write the agenda item number on the other side before submitting this form. **The first period of Public Comments/Announcements is limited to 15 minutes total, with a maximum of three minutes per speaker.*** Additional time is available before the end of the meeting for those who were unable to be accommodated in the earlier session. Public comments on specific agenda items are limited to three minutes per speaker. A lighted electronic timer will be used. Yielding time to other speakers is not permitted.

If you would like to register a comment, complaint or compliment, but do not wish to speak, please fill out a "Comment Form."

Persons addressing the City Council will be recognized by the Mayor or City Clerk. In the interest of facilitating the business of the City Council, the Mayor may limit the amount of time which a citizen may use in addressing the City Council. Please note that speakers are not required to provide any personal information, either verbally, or in writing on this slip.

Members of the public attending the meetings of governmental bodies do not have the right to interrupt or heckle. They have the right only to seek permission to be heard or to ask questions in accordance with whatever provisions for hearing public opinions or answering questions are fixed by law or have been adopted as rules of the body. They also have the right to submit written petitions, protests, and requests for hearings.

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If you would like to register a comment, complaint or compliment, but do not wish to speak, please fill out a "Comment Form."

Persons addressing the City Council will be recognized by the Mayor or City Clerk. In the interest of facilitating the business of the City Council, the Mayor may limit the amount of time which a citizen may use in addressing the City Council. Please note that speakers are not required to provide any personal information, either verbally, or on this slip.

Members of the public attending the meetings of governmental bodies do not have the right to interrupt or heckle. They have the right only to seek permission to be heard or to ask questions in accordance with whatever provisions for hearing public opinions or answering questions are fixed by law or have been adopted as rules of the body. They also have the right to submit written petitions, protests, and requests for hearings.

**CITY OF CALABASAS  
SPEAKER CARD**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

CITY OF RESIDENCE:  CALABASAS  \_\_\_\_\_

PHONE (optional): \_\_\_\_\_

EMAIL (optional): \_\_\_\_\_

I would like to speak on the following:

REGULAR PUBLIC COMMENT (ITEM NOT ON THE AGENDA)

AGENDA ITEM  
OR SUBJECT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

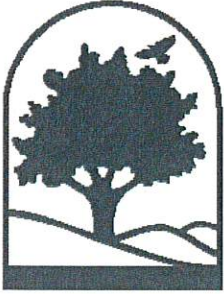
POSITION  
ON ITEM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Revised 07/19

*Information provided on this card is public record.*

Meeting date: \_\_\_\_\_



# City of Chino Hills

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## REQUEST TO SPEAK

**COMMENTS ARE LIMITED TO 3 MINUTES**

**The Red Light on the podium indicates your time has elapsed**

**NOTE – THIS IS A PUBLIC DOCUMENT SUBJECT TO POSTING ON THE CITY'S WEBSITE. YOU ARE NOT REQUIRED TO PROVIDE PERSONAL INFORMATION IN ORDER TO SPEAK, EXCEPT TO THE EXTENT NECESSARY FOR THE CITY CLERK TO CALL UPON YOU.**

PLEASE PRINT

Name: \_\_\_\_\_

Company/Association/Organization (if any): \_\_\_\_\_

Address or Area of Residence (Optional): \_\_\_\_\_

I wish to speak under:

1. PUBLIC COMMENTS SECTION \_\_\_\_\_

Subject: \_\_\_\_\_

2. AGENDA ITEM NO. \_\_\_\_\_ FAVOR \_\_\_\_\_ OPPOSE \_\_\_\_\_

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The City Council is interested in your comments. You may address the City Council regarding any item within the subject matter jurisdiction of the City Council, provided no action or discussion may be taken on items not appearing on the agenda unless authorized by law, except the City Council may briefly respond to statements made or questions posed.

**PLEASE SUBMIT TO CITY CLERK PRIOR TO MEETING**



### SPEAKER CARD

- I would like to speak to the Council on Agenda Item No. \_\_\_\_\_
- I would like to speak to the Council under "Public Comments on Non-Agenda, Consent Calendar & Closed Session Items"
- I do not wish to speak but want to submit the following comments to the Council

NAME: \_\_\_\_\_

COMMENTS (ONLY IF YOU DO NOT PLAN TO SPEAK): \_\_\_\_\_

---



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This information is retained as a Public Record, and as such, may be shared with others upon request. Please do not provide any information that you do not wish to be disclosed to others.

Completion of this document is voluntary; all persons may attend the meeting regardless of whether a person completes this document (Government Code §54953.3)



### SPEAKER CARD

- I would like to speak to the Council on Agenda Item No. \_\_\_\_\_
- I would like to speak to the Council under "Public Comments on Non-Agenda, Consent Calendar & Closed Session Items"
- I do not wish to speak but want to submit the following comments to the Council

NAME: \_\_\_\_\_

COMMENTS (ONLY IF YOU DO NOT PLAN TO SPEAK): \_\_\_\_\_

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Completion of this document is voluntary; all persons may attend the meeting regardless of whether a person completes this document (Government Code §54953.3)

## **ANY PERSON DESIRING TO ADDRESS THE CITY COUNCIL**

Thank you for attending this Fort Bragg City Council meeting. Your interest and participation is appreciated.

The City Council requests that those individuals who wish to address the Council on non-agenda, consent calendar, closed session, public hearing, or conduct of business items fill out speaker cards available at the meeting. Pursuant to Council procedures, the Mayor will recognize any member of the public who wishes to speak. If you do not fill out a speaker card, you will be given an opportunity to speak after all those who have filled out speaker cards have spoken.

Guidelines for the Conduct of the City Council meetings provide, in part:

- The public can speak about anything within the jurisdiction of the City Council, but the legislative body generally cannot act on or discuss an item not on the agenda, pursuant to the Ralph M. Brown Act.
- All speakers before the City Council shall approach the public microphone and wait to be recognized by the Mayor or acting Mayor. A member of the public is not required to provide his or her name prior to addressing the Council (Government Code §54953.3).
- Questions to staff from the public and staff responses should be directed through the Mayor.
- To encourage and respect expression of all views, meeting rules prohibit clapping, booing, shouts of approval or disagreement, or other disruptive audience participation.

To allow all persons to speak who may wish to do so, each speaker is allowed a maximum of three (3) minutes, or other time limitation as established by the Mayor. An effective approach is to lead with your key point or concern and then explain the reasons underlying it. If others have already expressed your views, you may simply indicate that you agree with the previous speaker. If appropriate, a spokesperson may present the views of a group. Please limit your comments so that everyone has a chance to address the Council.

Thank you.

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Thank you.





## SPEAKER INFORMATION CARD

**SUBJECT:** \_\_\_\_\_

I would like to speak to the City Council on Agenda Item No. \_\_\_\_\_

Public Comments (regarding general City of Galt issues NOT listed on the Agenda)

The City of Galt welcomes you and encourages your participation in the public process. This card is a tool for the Mayor or Chair to identify those who wish to speak, and to ensure the correct spelling of a speaker's first and last name when recording testimony in the official minutes of this meeting. Completion of this form is voluntary. Please return this card to the City Clerk. The Speaker's card is a public record.

**NAME:** \_\_\_\_\_

**REPRESENTING (If applicable):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

Sign up for City News and Events visit the City's website  
at [www.ci.galt.ca.us.residents/enews-sign-up](http://www.ci.galt.ca.us.residents/enews-sign-up)



## SPEAKER INFORMATION CARD

**SUBJECT:** \_\_\_\_\_

I would like to speak to the City Council on Agenda Item No. \_\_\_\_\_

Public Comments (regarding general City of Galt issues NOT listed on the Agenda)

The City of Galt welcomes you and encourages your participation in the public process. This card is a tool for the Mayor or Chair to identify those who wish to speak, and to ensure the correct spelling of a speaker's first and last name when recording testimony in the official minutes of this meeting. Completion of this form is voluntary. Please return this card to the City Clerk. The Speaker's card is a public record.

**NAME:** \_\_\_\_\_

**REPRESENTING (If applicable):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_

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at [www.ci.galt.ca.us.residents/enews-sign-up](http://www.ci.galt.ca.us.residents/enews-sign-up)

## **SPEAKERS**

1. You will be called by the Mayor/Chair to speak. Please speak into the microphone.
2. You are requested to start your comments by stating your name for the record; whether you are speaking for yourself or as a representative of an organization.
3. The public comments section is for the City Council to receive comments; except for brief responses to questions, no discussion or action may be taken on any item that is not listed on the agenda.
4. After having heard from the public, the agenda item will be closed. Deliberations will then be limited to members of the City Council.
5. If you have copies of materials for the City Council, please hand them to the City Clerk, who will distribute them.
6. Speakers have a maximum of five minutes.

THANK YOU

INFORMATION SUBMITTED TO THE CITY COUNCIL IS PUBLIC RECORD

## **SPEAKERS**

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2. You are requested to start your comments by stating your name for the record; whether you are speaking for yourself or as a representative of an organization.
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THANK YOU

INFORMATION SUBMITTED TO THE CITY COUNCIL IS PUBLIC RECORD



If you would like to address an item on tonight's agenda, please submit a speaker's slip to the Clerk at the beginning of the meeting.

When the Mayor calls you to the podium to speak, you will have three **(3) minutes** unless the Mayor grants you further time.

## Speaker Slip

Meeting Date: \_\_\_\_\_

List the item you wish to speak to:

Matters not on the Agenda

Agenda Item Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  Live Oak  Other \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_



If you would like to address an item on tonight's agenda, please submit a speaker's slip to the Clerk at the beginning of the meeting.

When the Mayor calls you to the podium to speak, you will have three **(3) minutes** unless the Mayor grants you further time.

## Speaker Slip

Meeting Date: \_\_\_\_\_

List the item you wish to speak to:

Matters not on the Agenda

Agenda Item Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  Live Oak  Other \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

**Purpose of Public Comment:**

The City welcomes your comments and requests that you present your remarks in a respectful manner, within established time limits, and focus on the issues which directly affect the City or are within the City's jurisdiction.

The City provides opportunities for the public to address the City Council so that the Councilmembers may hear the public's opinions regarding items on the agenda and, for regular meetings only, matters within the City's subject-matter jurisdiction but not listed on the regular agenda.

**Tips for addressing the Council:**

- Come up to the podium in a timely manner when your name is announced.
- Position yourself in front of the microphone, so you are heard clearly..
- Public comments should be addressed to the city council as a whole, not to individual councilmembers, city officials, or the audience.
- Although the public may speak their opinions on city business, personal attacks on councilmembers and/or city officials, use of swear words, and signs or displays of disrespect for individuals are discouraged, as they impede good communication with the City Council, and will be prohibited by the sergeant-at-arms if they actually disrupt the meeting.

**This Document is a Public Record:** This form is subject to disclosure under the California Public Records Act. When you speak before the legislative body, your name is included in the City's official minutes. The information above (other than your name) is voluntary and used by City staff to contact you if necessary.

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**CITY OF LODI  
CITIZEN REQUEST TO SPEAK CARD**

NOTE: Please **submit card to the City Clerk** prior to the opening of the meeting, or as soon thereafter as possible. **~PLEASE PRINT~**

Name: \_\_\_\_\_  
*(optional)*

Address: \_\_\_\_\_  
*(optional) City Zip Code*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(optional) (optional)*

Meeting Date: \_\_\_\_\_ AGENDA OR NON-AGENDA ITEMS:

NOTE: This card, including any street address, telephone number, or email address provided, is a public record under the California Public Records Act.

\_\_\_\_\_  
\_\_\_\_\_  
Comments on non-agenda items are limited to 5 minutes.

**CITY OF LODI  
CITIZEN REQUEST TO SPEAK CARD**

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Name: \_\_\_\_\_  
*(optional)*

Address: \_\_\_\_\_  
*(optional) City Zip Code*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(optional) (optional)*

Meeting Date: \_\_\_\_\_ AGENDA OR NON-AGENDA ITEMS:

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\_\_\_\_\_  
\_\_\_\_\_  
Comments on non-agenda items are limited to 5 minutes.

**Town of Los Gatos  
SPEAKER'S CARD**

DATE: \_\_\_\_\_

AGENDA #: \_\_\_\_\_

The Town of Los Gatos welcomes you and encourages your participation in the public process. The Speaker's Card is a tool for the Mayor or Chair to identify those who wish to speak, and to ensure the correct spelling of a speaker's first and last name when recording testimony in the official minutes of this meeting. Completion of this form is voluntary. **Please return this card to the Clerk/Secretary.**

**PRIOR TO GIVING YOUR TESTIMONY, PLEASE STATE  
YOUR FIRST AND LAST NAME FOR THE RECORD.**

PLEASE  
NAME: PRINT CLEARLY \_\_\_\_\_

REPRESENTING (If applicable): \_\_\_\_\_

SUBJECT: \_\_\_\_\_

- I wish to subscribe to the Town's "What's New" email service to receive periodic notices about community events, services, and issues.
- I wish to subscribe to the Town's "Council Agenda Packet" email to receive notification when a Town Council agenda packet has been published.

PLEASE  
My email address: PRINT CLEARLY \_\_\_\_\_

For more information, visit the Town's web site at [www.LosGatosCa.gov](http://www.LosGatosCa.gov)

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SPEAKER'S CARD**

DATE: \_\_\_\_\_

AGENDA #: \_\_\_\_\_

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# *Town of Los Gatos* **SPEAKER'S CARD**

## **SPEAKING INSTRUCTIONS FOR PUBLIC PARTICIPATION**

If you wish to speak during a Town of Los Gatos Town Council or Town Commission, Committee or Board meeting regarding any agenda item, or during the public comment period, please complete the back of this form.

When the item you wish to address is announced and you have been formally recognized by the Mayor or Chair, please approach the podium, **STATE YOUR FIRST AND LAST NAME** for the record, and begin your testimony. Your presentation will be limited to no more than 3 minutes.

Only items on the agenda can be acted on by the Town Council or a Town Commission, Committee or Board. If a member of the public raises an issue that is not on the agenda, Town staff may be directed to address that issue on a future agenda. All exhibits and documents presented must be retained by the Town as a part of the legislative record. Models and large exhibits may be substituted with photographs.

Individual hearing amplifiers are available at the podium from the Clerk/Secretary. If you require additional assistance or auxiliary aids in order to participate, please contact the Clerk's Office at least 48 hours in advance by calling (408) 354-6834. **This Speaker's Card is a public record of the Town of Los Gatos.**

# *Town of Los Gatos* **SPEAKER'S CARD**

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**PUBLIC COMMENT  
SPEAKER INFORMATION CARD**

AGENDA ITEM NUMBER: \_\_\_\_\_

PUBLIC COMMENT: \_\_\_\_\_  
(matters not on the agenda)

Name: (optional) \_\_\_\_\_

Address: (optional) \_\_\_\_\_

Phone: (optional) \_\_\_\_\_

Please submit this card to the City Clerk  
prior to the meeting.

*Thank you for your participation.*

See reverse side for more instructions.

Information submitted to City Council is a Public Record



**PUBLIC COMMENT  
SPEAKER INFORMATION CARD**

AGENDA ITEM NUMBER: \_\_\_\_\_

PUBLIC COMMENT: \_\_\_\_\_  
(matters not on the agenda)

Name: (optional) \_\_\_\_\_

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SPEAKER INFORMATION CARD**

AGENDA ITEM NUMBER: \_\_\_\_\_

PUBLIC COMMENT: \_\_\_\_\_  
(matters not on the agenda)

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SPEAKER INFORMATION CARD**

AGENDA ITEM NUMBER: \_\_\_\_\_

PUBLIC COMMENT: \_\_\_\_\_  
(matters not on the agenda)

Name: (optional) \_\_\_\_\_

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**INSTRUCTIONS**

Please complete and submit to the City Clerk prior to the start of the Council meeting.

Under normal circumstances, speaker's time limits are 3 minutes

In special circumstances, the Mayor or a majority of City Council may extend or shorten time limits.

Although the City Council encourages the public to participate in the meeting, proper decorum must be assured at all times. Therefore no personal attacks will be permitted.

Time limits will be enforced by the Mayor to facilitate the fair and efficient conduct of the meeting.

CITY OF MANTECA  
1001 W. CENTER ST. MANTECA, CA 95337 (209) 456-8017

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CITY OF MANTECA  
1001 W. CENTER ST. MANTECA, CA 95337 (209) 456-8017

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CITY OF MANTECA  
1001 W. CENTER ST. MANTECA, CA 95337 (209) 456-8017



**CITY OF MILLBRAE  
REQUEST TO ADDRESS THE CITY COUNCIL**

Agenda Item #  
\_\_\_\_\_

I would like to address the Council:

Name: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_

Organization Represented (if any): \_\_\_\_\_

Subject: \_\_\_\_\_

Estimated time required: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone No.: \_\_\_\_\_

(See reverse side for instructions)



**CITY OF MILLBRAE  
REQUEST TO ADDRESS THE CITY COUNCIL**

Agenda Item #  
\_\_\_\_\_

I would like to address the Council:

Name: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_

Organization Represented (if any): \_\_\_\_\_

Subject: \_\_\_\_\_

Estimated time required: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone No.: \_\_\_\_\_

(See reverse side for instructions)

ANY PERSON DESIRING TO ADDRESS THE CITY COUNCIL

Please walk to the podium and after receiving recognition from the Mayor, state your name and address and proceed to comment upon the agenda item you wish to discuss. By virtue of Rules of Order adopted by the Council, no member of the audience will be called upon to address the Council on any subject during the time that the members are discussing the item.

You are welcome to attend all City Council meetings and your interest in the conduct of public business is appreciated.

---

Council rules call for each speaker to limit their remarks to 3 minutes.  
A speaker may not cede their 3 minutes of time or any portion thereof to another speaker.

ANY PERSON DESIRING TO ADDRESS THE CITY COUNCIL

Please walk to the podium and after receiving recognition from the Mayor, state your name and address and proceed to comment upon the agenda item you wish to discuss. By virtue of Rules of Order adopted by the Council, no member of the audience will be called upon to address the Council on any subject during the time that the members are discussing the item.

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---

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A speaker may not cede their 3 minutes of time or any portion thereof to another speaker.



**CITY OF MONTCLAIR  
SPEAKER INFORMATION CARD**

(Please Print Clearly)

**\*Name:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

**\*I am speaking**

as an individual. (*Resident?*  No  Yes - *Address:* \_\_\_\_\_)

on behalf of a person/entity: \_\_\_\_\_

*Optional Contact Information: Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Business Address:* \_\_\_\_\_

**\*I would like to speak about:**

a topic not listed on meeting agenda: \_\_\_\_\_

Agenda Item No(s): \_\_\_\_\_

*Provide this card to staff or place in designated box on rail.*

(Over)



**CITY OF MONTCLAIR  
SPEAKER INFORMATION CARD**

Please Print Clearly

**\*Name:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

**\*I am speaking**

as an individual. (*Resident?*  No  Yes - *Address:* \_\_\_\_\_)

on behalf of a person/entity: \_\_\_\_\_

*Optional Contact Information: Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Business Address:* \_\_\_\_\_

**\*I would like to speak about:**

a topic not listed on meeting agenda: \_\_\_\_\_

Agenda Item No(s): \_\_\_\_\_

*Provide this card to staff or place in designated box on rail.*

(Over)

## ADDRESSING THE CITY COUNCIL

Once recognized by the clerk or the presiding officer, approach the podium and state your name and address clearly for the record.

The City Council can only take action on matters listed on tonight's agenda; however, the Council may direct staff to place your issue on a future agenda for further consideration.

Speakers' presentations are limited to five minutes, though time allowance may be less at the discretion of the presiding officer. We thank you for keeping your comments brief and appreciate your interest in our community.

Completion of this card is voluntary and only for the purpose of identifying speakers' names and addresses in the record of this meeting.

## ADDRESSING THE CITY COUNCIL

Once recognized by the clerk or the presiding officer, approach the podium and state your name and address clearly for the record.

The City Council can only discuss and take action on matters listed on the meeting's agenda; however, the Council may direct staff to place your issue on a future agenda for further consideration.

Speakers' presentations are limited to five minutes, though time allowance may be less at the discretion of the presiding officer. We thank you for keeping your comments brief and appreciate your interest in our community.

Completion of this card is voluntary and only for the purpose of identifying speakers' names and addresses in the record of this meeting.

**WANT TO STAY INFORMED???**

E-MAIL: \_\_\_\_\_  
(Optional)

Provide your e-mail and it will be added to the City's E-blast list in order to keep you informed of the latest City related news/communications

DATE: \_\_\_\_\_

**CITY OF MONTE SERENO  
REQUEST TO ADDRESS THE CITY COUNCIL**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

Please indicate your position on this matter

IN FAVOR       IN OPPOSITION       QUESTION

Topic (if item does not appear on agenda): \_\_\_\_\_

\_\_\_\_\_

If you desire to speak at the meeting, please complete this form and give it to the City Clerk. **It is not required that you fill out this form**, but it will assist in the accurate preparation of minutes and the orderly conduct of the meetings..

**When you address the Council**, please step up to the podium, state your name and address for the benefit of the Council and the audience.

**If you distribute copies or show transparencies**, the clerk is required to obtain a copy and keep it as part of the public record. Please provide sufficient copies or be prepared to leave your originals for duplication. They will be returned to you by mail.

**PLEASE SEE OTHER SIDE FOR RULES  
OF ADDRESSING THE CITY COUNCIL**

**WANT TO STAY INFORMED???**

E-MAIL: \_\_\_\_\_  
(Optional)

Provide your e-mail and it will be added to the City's E-blast list in order to keep you informed of the latest City related news/communications

DATE: \_\_\_\_\_

**CITY OF MONTE SERENO  
REQUEST TO ADDRESS THE CITY COUNCIL**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

Please indicate your position on this matter:

IN FAVOR       IN OPPOSITION       QUESTION

Topic (if item does not appear on agenda): \_\_\_\_\_

\_\_\_\_\_

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**PLEASE SEE OTHER SIDE FOR RULES  
OF ADDRESSING THE CITY COUNCIL**

## City of Ojai Speaker Card

I wish to:

Speak on Agenda Item No. \_\_\_\_\_

I favor:

I oppose:

or:

Speak during general Public Comments

Name: \_\_\_\_\_



- ♦ Complete one card per topic.
- ♦ Hand it to the City Clerk before meeting begins.
- ♦ The general Public Comment period is for topics not on the agenda.
- ♦ Additional comments may be granted at meeting's end if time permits.
- ♦ Comment time is limited to three minutes or less, at Mayor's discretion.

## City of Ojai Speaker Card

I wish to:

Speak on Agenda Item No. \_\_\_\_\_

I favor:

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or:

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## City of Pacific Grove Speaker Card

Meeting Date \_\_\_\_\_

Name, Address and Email (Optional) \_\_\_\_\_  
\_\_\_\_\_

Item # on Agenda \_\_\_\_\_

Item Topic \_\_\_\_\_

Speaking: For  Against  Other

Comment \_\_\_\_\_

**Please deliver to City Clerk Prior to the item being announced.**



## City of Pacific Grove Speaker Card

Meeting Date \_\_\_\_\_

Name, Address and Email (Optional) \_\_\_\_\_  
\_\_\_\_\_

Item # on Agenda \_\_\_\_\_

Item Topic \_\_\_\_\_

Speaking: For  Against  Other

Comment \_\_\_\_\_

**Please deliver to City Clerk Prior to the item being announced.**



## City of Pacific Grove Speaker Card

Meeting Date \_\_\_\_\_

Name, Address and Email (Optional) \_\_\_\_\_  
\_\_\_\_\_

Item # on Agenda \_\_\_\_\_

Item Topic \_\_\_\_\_

Speaking: For  Against  Other

Comment \_\_\_\_\_

**Please deliver to City Clerk Prior to the item being announced.**



## City of Pacific Grove Speaker Card

Meeting Date \_\_\_\_\_

Name, Address and Email (Optional) \_\_\_\_\_  
\_\_\_\_\_

Item # on Agenda \_\_\_\_\_

Item Topic \_\_\_\_\_

Speaking: For  Against  Other

Comment \_\_\_\_\_

**Please deliver to City Clerk Prior to the item being announced.**



# CITY OF PALO ALTO

## SPEAKER CARD

If you wish to address the City Council please complete this card and hand it to the clerk **prior to your item being heard** by the Council. Completion of this card is *voluntary*. Submitting this card ensures that your name will be properly recorded in the minutes.

AGENDA ITEM NUMBER \_\_\_\_\_

ORAL COMMUNICATIONS (Non-Agenda Item) \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Email Address (Optional) \_\_\_\_\_

Check here if you would like to be notified by the appropriate department of future meetings regarding this subject

*In accordance with the Public Records Act, any information you provide on this form is available to the public.*

**PLEASE SILENCE ELECTRONIC DEVICES  
SEE REVERSE FOR FURTHER INFORMATION**

April 2015

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April 2015

### **INDIVIDUAL SPEAKER LIMITS**

We welcome you to address the City Council, committee, board or commission. Please review the meeting's agenda and identify whether you would like to speak during an agenda item or during general oral communications. Under oral communications, State law prohibits the Council/Board from discussing items not listed on the Agenda, so they will not be able to discuss or respond to your comments. When your name is called, please step up to the podium and begin speaking immediately. You are allowed up to three minutes, or shorter times as explained by the presiding officer. Speak into the microphone so that the City Council or other City Board/Commission can hear you clearly. A green light will be activated at the start of your remarks; a yellow light will be activated as a warning when one minute remains; a red light will be activated and a buzzer will sound when your time is expired. You are asked to complete your sentence and retake your seat.

**THANK YOU FOR YOUR PARTICIPATION**

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**THANK YOU FOR YOUR PARTICIPATION**

**City of Pismo Beach  
Public Meeting – Speaker Card**

General Public Comment  
or  
 Specific Agenda Item No(s): \_\_\_\_\_

Date: \_\_\_\_\_

If you wish to speak, please complete this optional form and hand it to the Clerk or another staff member.

This form (1) allows the Mayor or Chair to call you up to the lectern by name during the comment period on your item of interest; and (2) ensures that your name is spelled correctly in the meeting minutes.

Name: \_\_\_\_\_

Address (optional): \_\_\_\_\_

Street

City

Telephone / email (optional): \_\_\_\_\_

If you do *not* wish to complete this form, you will still be able to speak during the comment period on any item.

**City of Pismo Beach  
Public Meeting – Speaker Card**

General Public Comment  
or  
 Specific Agenda Item No(s): \_\_\_\_\_

Date: \_\_\_\_\_

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Street

City

Telephone / email (optional): \_\_\_\_\_

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Public Meeting – Speaker Card**

General Public Comment  
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 Specific Agenda Item No(s): \_\_\_\_\_

Date: \_\_\_\_\_

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Street

City

Telephone / email (optional): \_\_\_\_\_

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**City of Pismo Beach  
Public Meeting – Speaker Card**

General Public Comment  
or  
 Specific Agenda Item No(s): \_\_\_\_\_

Date: \_\_\_\_\_

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Name: \_\_\_\_\_

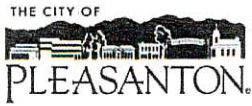
Address (optional): \_\_\_\_\_

Street

City

Telephone / email (optional): \_\_\_\_\_

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# SPEAKER CARD

Meeting Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Phone No. (Optional): \_\_\_\_\_

Item No. \_\_\_\_\_ Subject: \_\_\_\_\_

Speakers are asked to submit a "Speaker Card" for each agenda item to be addressed. Completion of this card is optional.

*(See Reverse Side for Instructions)*



# SPEAKER CARD

Meeting Date: \_\_\_\_\_

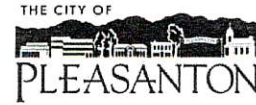
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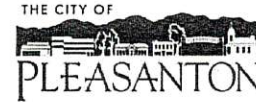
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(Please Print)

Phone No. (Optional): \_\_\_\_\_

Item No. \_\_\_\_\_ Subject: \_\_\_\_\_

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(Please Print)

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## INSTRUCTIONS

Please complete and turn in to the City Clerk/Recording Secretary.

To allow opportunity for all to speak, time limits have been set for speakers wishing to address the Council/Commission. Under normal circumstances, time limits are:

**Public Comment (non-agenda items) – 3 minutes**  
**Applicant/appellant – 10 minutes**  
**Agenda items – 3 minutes**  
**Rebuttal by applicant/appellant – 5 minutes**

**However, if necessary to assure completion of Public Hearings and Other Matters, the presiding officer may establish shorter time limits.**

A timing/lighting system will be activated at the beginning of a presentation. The green light indicates the beginning of the time period; the yellow will appear when one minute remains; the red light will appear when time has lapsed.

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**CITY OF SAN CARLOS  
SPEAKER SLIP**

Note: Speakers are limited to two (2) minutes

Date: \_\_\_\_\_

I would like to speak on  Agenda Item Number \_\_\_\_\_ OR  An Item NOT on the Agenda

Name: \_\_\_\_\_

City of Residence: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If you are speaking on behalf of a homeowner's group, business firm, etc., please give its name:

\_\_\_\_\_

Note: The information you provide is optional. However, for minutes preparation and/or in the event that staff may need to contact you, we request that this form be completed. Once it has been submitted to the City Clerk or staff secretary, the information becomes public record. Please note that you are not required to complete this form or state your name and residence in order to speak. **A two minute time limit** will be imposed on all speakers other than staff members.

Assisted-listening devices available upon request.



**CITY OF SAN CARLOS  
SPEAKER SLIP**

Note: Speakers are limited to two (2) minutes

Instructions for addressing the City Council/ Planning Commission or other City Commission:

1. Fill out the other side of the form. All information provided is optional.
2. List the Agenda Item number and letter you wish to speak on.
3. Give Speaker Slip to the City Clerk or staff secretary. The Mayor or Chair will call upon you at the appropriate time.
4. You have two (2) minutes to speak. Please be respectful of the time limit.
5. Meetings are taped, so speak clearly into the podium microphone.
6. Clapping, jeering, or cheering at speaker's comments is strictly prohibited.

Assisted-listening devices available upon request.

# SPEAKER'S CARD

*(complete this form and present it to the City Clerk)*



Name:

Address:

Subject (Agenda Item): (PLEASE PRINT LEGIBLY & BE SPECIFIC)

Date of Meeting:

\*\*\*\*\*

Please walk to the podium after receiving recognition from the Mayor/Chairman, clearly state your name into the microphone and proceed to comment upon the agenda item. Those speaking on an agenda item or during the public comment on items not on the agenda are limited to 3 minutes.

*The City Clerk and Staff must also receive copies of all documents handed to the Council/Board/Commission when presented or prior to the meeting.*

\*\*\*\*\*

If you would like to receive the meeting agenda electronically each month, please provide your e-mail address.

\_\_\_\_\_

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\_\_\_\_\_



**SAN RAFAEL**  
THE CITY WITH A MISSION

**PUBLIC OPEN TIME**

Please sign up to speak under  
Open Time for Public Expression.  
Please bring completed forms to City Clerk.

**NAME:**

Please print clearly

**CONTACT INFORMATION:**

How can we follow up with you?

**SUBJECT:** (For Items not on Agenda: Speakers have two minutes)



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**SUBJECT:** (For Items not on Agenda: Speakers have two minutes)





**SAN RAFAEL**  
THE CITY WITH A MISSION

**PUBLIC OPEN TIME**  
Please fill out the other side and  
bring form to the City Clerk

**Top 5 Tips for Public Meetings**

1. Help us create and maintain a respectful and inclusive environment by refraining from applauding or booing other speakers. This can make some members of the public feel too intimidated to speak and public speaking is scary enough!
2. When speaking at the podium, please address the City Council rather than staff or the audience.
3. Remember, your time allotment for speaking is 2 minutes – it can be helpful to practice your comments ahead of time.
4. You are welcome to bring copies of printed materials for the City Council to consider. Please provide them to the City Clerk.
5. Sometimes meetings can run late! Although food and beverages are not allowed in the Council Chambers, you may eat in the lobby.



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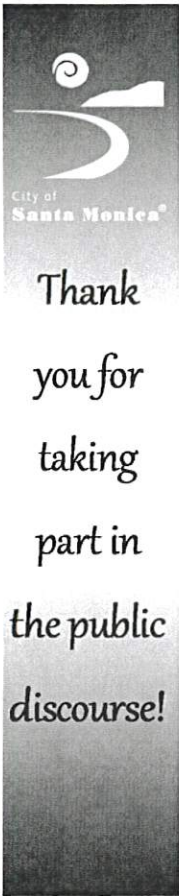


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INTERNAL USE ONLY

- SPEAKER
- DONOR

# Request to Address the City Council

Please submit a separate "request to speak" or "chit" for each agenda item on which you wish to speak. Requests must be received by the City Clerk prior to any public comment on the item. **Late requests require a 2/3 Council vote to be heard, and are limited to 1 minute.**

PLEASE PRINT LEGIBLY.

Date:	Item No.*:	<input type="checkbox"/> PRO <input type="checkbox"/> CON	TIME REQUESTED** <input type="checkbox"/> 2 MINUTES
Name:			DONATE 2 MINS. TO THE FOLLOWING PERSON:***

Address: \_\_\_\_\_  
(Optional)

**When addressing the Council, please remember to:**

- State your name, neighborhood and address (optional).
- Address the Council as a whole and not as individuals.
- Abide by the Council's Rules of Conduct and City's Civility policy.

\*Public Comment is not permitted on ordinances for second reading.

\*\*Comments are limited to a total of 6 minutes per person, per meeting, with a maximum of 2 minutes and a minimum of 1 minute per item. Comments on Agenda No. 12 items are limited to 1 minute, except for the originator of the item. All speaker cards and comments are subject to public disclosure.

\*\*\*You may donate 2 minutes to another speaker (not an Applicant/Appellant), giving that person a maximum of 4 minutes. Both the speaker and donor must submit their cards in-person together and appear at the podium together. Time donation is not permitted on 14 items (Public Input).

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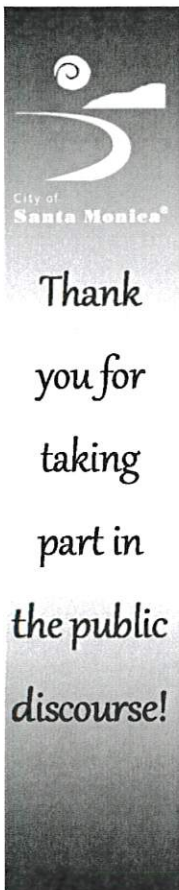
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# City of Saratoga - Speaker Card

**Speaker Cards are optional.**  
**Any information provided is voluntary.**

**Please see reverse side of this card for Speaker Guidelines.**

**I would like to speak about:**

Agenda Item?      Yes \_\_\_\_\_      No \_\_\_\_\_      Agenda Item number \_\_\_\_\_

Support \_\_\_\_\_      Oppose \_\_\_\_\_      Neutral \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

*This Card is Optional*

*You May Choose to Provide None or only Some of the Information Requested Above.*



# City of Saratoga - Speaker Card

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Agenda Item?      Yes \_\_\_\_\_      No \_\_\_\_\_      Agenda Item number \_\_\_\_\_

Support \_\_\_\_\_      Oppose \_\_\_\_\_      Neutral \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

*This Card is Optional*

*You May Choose to Provide None or only Some of the Information Requested Above.*

## **Speaker Guidelines**

- *Completion of the speaker slip is optional. You may attend and participate in the meeting regardless of whether or not you complete any portion of this document. Its purpose is to aid staff in compiling complete and accurate records.*
- *This card will become part of the Public Record. In accordance with the Public Records Act, any information you provide on this form is available to the public.*
- *If you would like to use this Speaker slip, please give it to the City Clerk or Commission Secretary in advance of the meeting.*
- *Speakers are customarily allotted up to three (3) minutes; however, the Mayor or Commission Chair may limit the length of time allowed to each speaker to ensure adequate time for all items on the Agenda.*
- *Speakers may address items that are not on the Agenda during the Oral Communications portion of the meeting.*
- *Groups/Organizations that are supporting or opposing issues are urged to select one spokesperson.*
- *City Council and Planning Commission meetings are both live and delayed broadcast.*

*Thank you for your courtesy and cooperation.*

## **Speaker Guidelines**

- *Completion of the speaker slip is optional. You may attend and participate in the meeting regardless of whether or not you complete any portion of this document. Its purpose is to aid staff in compiling complete and accurate records.*
- *This card will become part of the Public Record. In accordance with the Public Records Act, any information you provide on this form is available to the public.*
- *If you would like to use this Speaker slip, please give it to the City Clerk or Commission Secretary in advance of the meeting.*
- *Speakers are customarily allotted up to three (3) minutes; however, the Mayor or Commission Chair may limit the length of time allowed to each speaker to ensure adequate time for all items on the Agenda.*
- *Speakers may address items that are not on the Agenda during the Oral Communications portion of the meeting.*
- *Groups/Organizations that are supporting or opposing issues are urged to select one spokesperson.*
- *City Council and Planning Commission meetings are both live and delayed broadcast.*

*Thank you for your courtesy and cooperation.*



"COMMUNITY PRIDE AND FORWARD VISION"

## REQUEST TO SPEAK

Members of the public wishing to address the City Council may do so by completing this form and submitting it to the City Clerk. When the Mayor calls you to the microphone, please state your name for the record. **A speaker's comments shall be limited to a three (3) minute aggregate time period on Oral Communications and Agenda Items.**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

PHONE (VOLUNTARY) \_\_\_\_\_

SUBJECT OR AGENDA ITEM NUMBER \_\_\_\_\_

\_\_\_\_\_



"COMMUNITY PRIDE AND FORWARD VISION"

## REQUEST TO SPEAK

Members of the public wishing to address the City Council may do so by completing this form and submitting it to the City Clerk. When the Mayor calls you to the microphone, please state your name for the record. **A speaker's comments shall be limited to a three (3) minute aggregate time period on Oral Communications and Agenda Items.**

DATE \_\_\_\_\_

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PHONE (VOLUNTARY) \_\_\_\_\_

SUBJECT OR AGENDA ITEM NUMBER \_\_\_\_\_

\_\_\_\_\_



"COMMUNITY PRIDE AND FORWARD VISION"

## REQUEST TO SPEAK

Members of the public wishing to address the City Council may do so by completing this form and submitting it to the City Clerk. When the Mayor calls you to the microphone, please state your name for the record. **A speaker's comments shall be limited to a three (3) minute aggregate time period on Oral Communications and Agenda Items.**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

PHONE (VOLUNTARY) \_\_\_\_\_

SUBJECT OR AGENDA ITEM NUMBER \_\_\_\_\_

\_\_\_\_\_



"COMMUNITY PRIDE AND FORWARD VISION"

## REQUEST TO SPEAK

Members of the public wishing to address the City Council may do so by completing this form and submitting it to the City Clerk. When the Mayor calls you to the microphone, please state your name for the record. **A speaker's comments shall be limited to a three (3) minute aggregate time period on Oral Communications and Agenda Items.**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

PHONE (VOLUNTARY) \_\_\_\_\_

SUBJECT OR AGENDA ITEM NUMBER \_\_\_\_\_

\_\_\_\_\_



# SPEAKER CARD

If you wish to address the City Council, please complete this card and *present it to the City Clerk prior to the start of the meeting.* You may attend and participate in the meeting regardless of whether or not you complete this card. Its purpose is to aid staff in compiling accurate records; however, this card will become part of the public record.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

*Optional Contact Information:*

**I would like to address the City Council regarding:**

**ORAL COMMUNICATIONS:**

*This category provides an opportunity for members of the public to address Council on items not listed on the agenda and is limited to 15 minutes with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow Councilmembers to take action on an item not listed on the agenda. Individuals are limited to one appearance during this section.*

**AGENDA ITEM # \_\_\_\_\_**

If you wish to speak on an item listed on the agenda, please indicate the agenda number of the item.



# SPEAKER CARD

If you wish to address the City Council, please complete this card and *present it to the City Clerk prior to the start of the meeting.* You may attend and participate in the meeting regardless of whether or not you complete this card. Its purpose is to aid staff in compiling accurate records; however, this card will become part of the public record.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

*Optional Contact Information:*

**I would like to address the City Council regarding:**

**ORAL COMMUNICATIONS:**

*This category provides an opportunity for members of the public to address Council on items not listed on the agenda and is limited to 15 minutes with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow Councilmembers to take action on an item not listed on the agenda. Individuals are limited to one appearance during this section.*

**AGENDA ITEM # \_\_\_\_\_**

If you wish to speak on an item listed on the agenda, please indicate the agenda number of the item.

Agenda Item Number

# Public Speaker Card

Date

Pursuant to G.C. § 54953.3, use of this card is voluntary and not a requirement for attendance or participation in this meeting. Please note this card is a public record. For further assistance, please see Staff.

Please Mark for Public Hearing Only: In Favor  Opposed

Name

PLEASE PRINT CLEARLY

Community of Residence: Thousand Oaks  Newbury Park  Westlake Village  Other:

Address: \_\_\_\_\_  
Street City State Zip

E-Mail Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Agenda Item Number

# Public Speaker Card

Date

Pursuant to G.C. § 54953.3, use of this card is voluntary and not a requirement for attendance or participation in this meeting. Please note this card is a public record. For further assistance, please see Staff.

Please Mark for Public Hearing Only: In Favor  Opposed

Name

PLEASE PRINT CLEARLY

Community of Residence: Thousand Oaks  Newbury Park  Westlake Village  Other:

Address: \_\_\_\_\_  
Street City State Zip

E-Mail Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

**CITY OF TORRANCE  
REQUEST TO ADDRESS THE CITY COUNCIL**

**Turn in to speaker card box prior to meeting to be entered on speaking list.** Once the meeting starts, hold onto your card until the Mayor invites additional speakers, and place your card in the speaker card box on the left side of the podium.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(PLEASE PRINT LEGIBLY)

The item I would like to address the Council about:

**IS ON THE AGENDA.** Item No. \_\_\_\_\_

OR

**IS NOT ON THE AGENDA – Oral Communications**

**OPTIONAL** (if you would like to be contacted by staff):

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(See reverse side for instructions)

You are invited to attend all City Council meetings to speak on **subject matters under the jurisdiction of the City Council.**

Please complete this card and drop it in the box on the left side of the podium. Handouts for distribution to City Council should be provided to the City Clerk before speaking. Please provide ten (10) copies of any handouts.

The following time limits have been set for speakers wishing to address the City Council (Time limits may be changed by Council):

**Public Hearings:**

Applicant/Appellant/Challenged Party:	<b>15 Minutes</b>
Individual speakers:	<b>3 Minutes</b>
Rebuttal by applicant/appellant:	<b>5 Minutes</b>

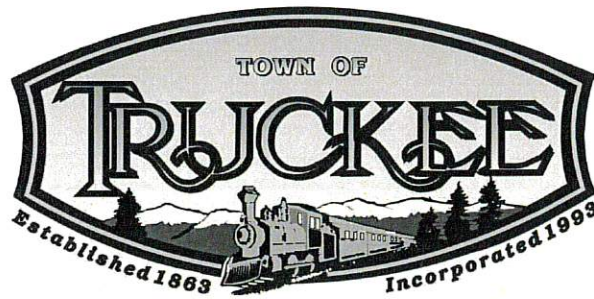
**Individual Items/Oral Communications:**

Individual speakers:	<b>3 Minutes</b>
----------------------	------------------

The speaker clock on the podium starts as soon as you speak. After the Mayor acknowledges you, state your name and proceed to comment. Time limits will be strictly enforced by the Mayor to ensure equal opportunity. Speakers may not cede any part of their allotted time to another speaker. The City Council requests that speakers keep their remarks brief and limited to the topic of discussion. Thank you.

Groups and neighborhoods are encouraged to appoint one spokesperson. During an item of interest, **it is requested that speakers sit in the aisles of the Council Chamber.**





**SPEAKER REGISTRATION FORM**

**PLEASE PRINT CLEARLY**

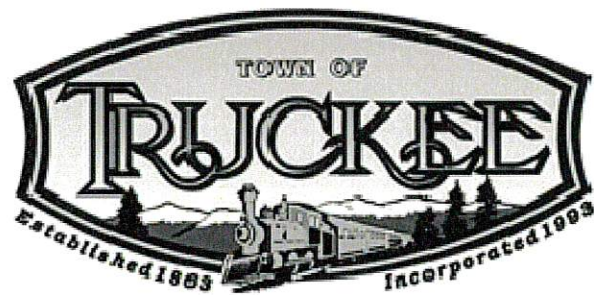
**NAME:** \_\_\_\_\_

**CITY, STATE:** \_\_\_\_\_

**ADDRESSING ITEM(S):** \_\_\_\_\_

---

**\*\*\*\*\* Please Note! \*\*\*\*\***  
**Speaker's time may be limited so that a maximum number of people may be heard.**



**SPEAKER REGISTRATION FORM**

**PLEASE PRINT CLEARLY**

**NAME:** \_\_\_\_\_

**CITY, STATE:** \_\_\_\_\_

**ADDRESSING ITEM(S):** \_\_\_\_\_

---

**\*\*\*\*\* Please Note! \*\*\*\*\***  
**Speaker's time may be limited so that a maximum number of people may be heard.**

## REQUEST TO SPEAK

Agenda Item: # \_\_\_\_\_

OR

Public Comment: #15 (items not on agenda)

Subject: \_\_\_\_\_

\_\_\_\_\_  
If you would like to address the City Council we request you complete and submit this form to the City Clerk prior to speaking.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Your comments are a welcome and important part of the legislative process. While these meetings are open to the public the following procedure has been established in order to preserve order and respect all who wish to be heard. Speakers will be limited to three (3) minutes during oral communications and five (5) minutes during public hearings.

The City Clerk will call upon you at the appropriate time. When called, please announce your name before beginning your presentation.

In the event any meeting of the City Council is willfully disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting impossible, the Mayor may recess the meeting or order the person, group, or groups of persons willfully disrupting the meeting to leave the meeting or be removed from the meeting. Disruptive conduct includes addressing the Council without first being recognized, not addressing the subject before the Council, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Council from conducting its meeting in an orderly manner.

## REQUEST TO SPEAK

Agenda Item: # \_\_\_\_\_

OR

Public Comment: #15 (items not on agenda)

Subject: \_\_\_\_\_

\_\_\_\_\_  
If you would like to address the City Council we request you complete and submit this form to the City Clerk prior to speaking.

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# CITY OF SANTEE

10765 WOODSIDE AVE. • SUITE R  
P.O. BOX 40  
SANTEE, CALIFORNIA 92071

## LEGISLATIVE POLICY MEMORANDUM

NUMBER: LPM 81-1

DATE: September 24, 1981

INITIATED BY: Gene R. Ainsworth, Mayor

REVIEWED BY COUNCIL (Date): SEP 28 1981

APPROVED BY COUNCIL (Date): SEP 28 1981

INCLUDED IN LPM (Date):

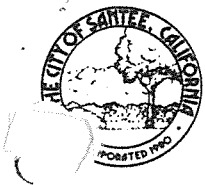
SUBJECT:

Submittal of items for the agenda by members of the City Council

POLICY DISCUSSION:

From time to time, individual members of the City Council have occasion to submit items for inclusion on the formal Council agenda. These items will be placed under the CITY COUNCIL portion of the agenda. Council members wishing to have an item(s) considered as part of the formal Council agenda/regular meeting process by the full Council will submit the item(s) in writing to the City Manager for inclusion on the agenda and all items so submitted must be available for duplication no later than the Monday proceeding the Wednesday on which staff assembles agenda packets for the subsequent Monday City Council meeting.

Items to be considered at adjourned regular, special, and workshop meetings must be submitted to the City Manager's office by either the Monday before the meeting or 72 hours prior to the meeting.



# CITY OF SANTEE

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## LEGISLATIVE POLICY MEMORANDUM

NUMBER: LPM 81-2

DATE: September 24, 1981

INITIATED BY: Gene R. Ainsworth, Mayor

REVIEWED BY COUNCIL (Date): SEP 28 1981

APPROVED BY COUNCIL (Date): SEP 28 1981

INCLUDED IN LPM (Date):

SUBJECT:

Time period for testimony received by the City Council

POLICY DISCUSSION:

Other than applicants making a formal presentation as part of the Public Hearing process, it shall be the policy of the City Council to limit the time available to speakers to a maximum of three (3) minutes for any one person. Speakers wishing to address the Council shall complete slips and submit same to the City Clerk indicating the agenda item they wish to address and the amount of time needed for their testimony. If, in the judgement of the Mayor, an individual speaker is in the process of making a salient point and his/her time runs out, the Mayor may, in his judgement, extend the time no more than two (2) minutes for the person to complete his/her testimony.

Multiple speakers wishing to address a single item may designate a spokesman and yield time to a single individual provided that a single spokesman shall be accorded no more than nine (9) minutes (plus a 2 minute extension by the Mayor if applicable) of time to complete his/her testimony. Individuals wishing to designate a single spokesman to whom they wish to yield time shall so indicate on the speaker slip submitted to the City Clerk (i.e. individuals must designate the spokesman on the speaker slip to whom time is being yielded).

continued

Applicants for Public Hearing items shall be accorded no more than twenty minutes to present testimony relative to individual agenda items. Applicants will also submit a speaker slip on which is contained the amount of time required for their presentation and the parties to present same. (This does not preclude the Council from asking questions of the applicant following conclusion of the applicant's formal presentation). Council questions shall not be considered as part of the time available to individual applicants for testimony. Further, members of the Council shall refrain from interrupting individual speakers for questions until the speaker has completed his/her formal presentation.

It shall be the Mayor's responsibility to monitor the time utilized by individual speakers pursuant to this legislative policy and to appropriately notify individual speakers when their allotted time is about to expire. A timing device may be utilized by the Mayor to fulfill this responsibility if, in his/her judgement, such a device is necessary.

# CITY OF SANTEE

10765 WOODSIDE AVE. • SUITE R  
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SANTEE, CALIFORNIA 92071

## LEGISLATIVE POLICY MEMORANDUM

NUMBER: LPM 81-3

DATE: September 29, 1981

INITIATED BY: Gene R. Ainsworth, Mayor *GRA*

REVIEWED BY COUNCIL (Date): October 12, 1981

APPROVED BY COUNCIL (Date): October 12, 1981

INCLUDED IN LPM (Date): October 12, 1981

SUBJECT:

Reconsideration of Previous Actions of the City Council

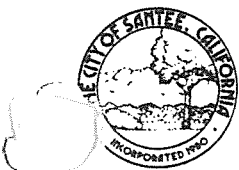
POLICY DISCUSSION:

Council Members may from time to time for various reasons desire to reconsider an action taken at a previous meeting. In order that members of the public wishing to address the matter which is the subject of the reconsideration may be present, it would only be proper that the reconsideration not be instantly acted upon but, instead, be brought back at a future meeting. Members of the public who may have been present at the time of the original decision could again be in attendance to present their views on the subject.

Accordingly, it shall be the policy of the City Council that all matters to be reconsidered be scheduled for a date certain and placed on the published agenda for a Regular or Special future Council Meeting.

63

63



# CITY OF SANTEE

10765 WOODSIDE AVE. • SUITE R  
P.O. BOX 40  
SANTEE, CALIFORNIA 92071

*See  
above  
page  
related*

## LEGISLATIVE POLICY MEMORANDUM

NUMBER: LPM 82-1

DATE: June 22, 1982

INITIATED BY: Jim Bartell, Council Member

REVIEWED BY COUNCIL: June 28, 1982

APPROVED BY COUNCIL: June 28, 1982 *JLB*

INCLUDED IN LPM: July 1, 1982

SUBJECT:

Order of Council Agenda items and opportunities for public input.

PURPOSE:

1. To identify items of public interest and provide opportunity for input early in the Council session

POLICY DISCUSSION:

In order to avoid having members of the public wait unduly long periods of time before being able to hear or speak to a particular segment of the Council Agenda, it shall be the policy of the City Council to determine at the beginning of each Session, which items are being continued to a future meeting, and which have enough public interest to warrant dealing with items out of order. Speakers are expected to submit "Request to Speak" forms five minutes prior to the time the item they wish to address is dealt with by Council.

Based upon discussion with Council and staff and a review of speaker slips filed with the City Clerk, the Mayor will announce any re-ordering of Agenda items to the public. Items not appearing to have public input will be dealt with in the latter portion of the meeting.



# CITY OF SANTEE

10765 WOODSIDE AVE. • SUITE R  
P.O. BOX 40  
SANTEE, CALIFORNIA 92071

## LEGISLATIVE POLICY MEMORANDUM

NUMBER: LPM 82-1

DATE: June 22, 1982

INITIATED BY: Jim Bartell, Council Member

REVIEWED BY COUNCIL: June 28, 1982

APPROVED BY COUNCIL: June 28, 1982 *JBA*

INCLUDED IN LPM: July 1, 1982

NOTE: LPM 82-1 rescinded  
by Council Minute  
Action 11/28/83

SUBJECT:

Order of Council Agenda items and opportunities for public input.

PURPOSE:

1. To identify items of public interest and provide opportunity for input early in the Council session

POLICY DISCUSSION:

In order to avoid having members of the public wait unduly long periods of time before being able to hear or speak to a particular segment of the Council Agenda, it shall be the policy of the City Council to determine at the beginning of each Session, which items are being continued to a future meeting, and which have enough public interest to warrant dealing with items out of order. Speakers are expected to submit "Request to Speak" forms five minutes prior to the time the item they wish to address is dealt with by Council.

Based upon discussion with Council and staff and a review of speaker slips filed with the City Clerk, the Mayor will announce any re-ordering of Agenda items to the public. Items not appearing to have public input will be dealt with in the latter portion of the meeting.



4(E) RECISSION OF LEGISLATIVE POLICY MEMORANDUM 82-1 - Mayor Claussen.

Mayor Claussen moved recission of Legislative Policy Memorandum 82-1, and direction to the City Clerk to return on 12/12/83 with a Legislative Policy Memorandum for Council consideration. The motion was seconded by Vice Mayor Solomon and adopted, all voting aye, except Council Member Bartell, who voted no.

5(C) RESOLUTION & APPLICATION CONCERNING GENERAL PLAN TIME EXTENSION TO STATE OF CALIFORNIA.

On motion of Vice Mayor Solomon, second of Council Member Gallardo, RESOLUTION NO. 188 OF THE CITY COUNCIL OF THE CITY OF SANTEE, REQUESTING AN EXTENSION OF TIME FOR THE PREPARATION AND ADOPTION OF THE ELEMENTS OF THE SANTEE GENERAL PLAN was adopted, all voting aye.

6. COMMUNICATION FROM THE PUBLIC: (Considered earlier on the Agenda.)

7. COUNCIL COMMUNICATION:

8. LEGISLATIVE REPORTS:

(A) REPORT ON NEED FOR SPECIAL LEGISLATION.

Council Member Bartell moved to note and file the report. The motion was seconded by Council Member Gallardo, and adopted, all voting aye.

9. PLANNING COMMISSION: No business.

10. REDEVELOPMENT AGENCY: No business

11. CITY ATTORNEY:

12. COMMITTEE REPORTS:

SAN DIEGO ASSOCIATION OF GOVERNMENTS, AREA WATER RECLAMATION AGENCY, METROPOLITAN TRANSIT DEVELOPMENT BOARD, FLOOD CONTROL DISTRICT #2, MISSION TRAILS REGIONAL PARK COMMISSION, COUNTY SERVICE AREA 69, LEAGUE OF CALIFORNIA CITIES, LOCAL AGENCY FORMATION COMMISSION.

(A) FLOOD DISTRICT #2 - Council Member Gallardo.

Council Member Gallardo submitted the District's Minutes of 10/20/83, and Council agreed to note and file the report.

EXISTING PROVISIONS FOR PERMIT EXEMPTION  
FOR PUBLIC AGENCIES

Of those public agencies mentioned in the staff report, State and City ordinances provide as follows for building permits and development permits:

1. Building Permits

- a. School Districts are exempt from the City's development permit fees and inspection because all development is done according to State regulations and requires state construction inspection.
- b. The City Building Code Section 51.212 (k) provides that fees shall not be required for building permits, unless inspection services are requested, for the United States, the State of California, school districts, counties, and cities.
- c. According to the above stated Building Code provision, Padre Dam Municipal Water District would not be required to have permits for development of water storage facilities and transmission lines.
- d. The County may not be required to have City permits and inspection because development would be handled directly through the County Building Department and be subject to County inspection; for example, construction of the County Regional Center in El Cajon was preformed pursuant to a County contract and inspected by County staff. When construction was nearly complete, permits with no fees were secured from the City of El Cajon more as a cordiality than a requirement.
- e. Federal and State agencies would be exempt from building permit requirements.
- f. All other public agencies are required to obtain building permits and inspection.

2. Development Permits

- a. Zoning Ordinance Section 7602.C. provides that application fees for a variance, zone reclassification, administrative permit, or a use permit may be waived with Council findings for nonprofit tax-exempt corporations.
- b. There is nothing in the Zoning Ordinance which exempts public agencies from the development review process. However, under certain circumstances, a City may be challenged on its authority to require permits from a higher level government authority.

3. Building Permit Fees

Building permit fees are based on the total construction valuation as determined by the building official. As an example, the typical valuation for an air conditioned 10,000 square foot Regional Health Center would be \$55.80 per square foot.

Policy Regarding City Fees Pertaining To Other Governmental Agencies  
 Page 2

Typical building permit fees would be as follows:

Plan Check	\$1,100.00
Building Permit	1,700.00
Plumbing Permit	120.00
Mechanical Permit	120.00
Electrical Permit	120.00
	<hr/>
SUBTOTAL	3,160.00
Seismic Inspection	40.00
	<hr/>
TOTAL	3,200.00

These fees do not include sewer, drainage, or circulation element fees.

4. Development Permit Fees

Typical fees which may be required for development applications that have in the past been submitted by public agencies are listed below:

	Tentative Map	Tentative Parcel Map	Major Use Permit	Rezone
	<hr/>	<hr/>	<hr/>	<hr/>
Planning Application	\$2,050	\$550	\$1,700	\$1,400
Public Services Review (\$400 + \$10/lot)	450 MIN	400	1,130	360
Environmental Initial Study	315	315	315	315
	<hr/>	<hr/>	<hr/>	<hr/>
	2,815 MIN	1,265	3,145	2,075

(3. CITY COUNCIL Continued)

- (B) AN ORDINANCE OF THE CITY OF SANTEE, CALIFORNIA, LIMITING POLITICAL FUND RAISING - Council Member Gallardo.

Council Member Gallardo withdrew this item from the agenda.

- (C) MAJOR USE PERMIT FOR MINI WAREHOUSES IN THE CITY'S COMMERCIAL AND INDUSTRIAL USE REGULATIONS.

Council Member Solomon moved staff recommendation to direct staff to perform an environmental review for the proposed Zoning Ordinance amendment and set the item for Public Hearing 5/9/83. The motion was seconded by Vice Mayor Claussen and adopted, all voting aye.

- (D) REVISION OF SCHOOL AVAILABILITY LETTER - Mayor Bartell.

On motion of Mayor Bartell, second of Council Member Solomon, all voting aye, this matter was continued to 5/9/83.

4. CITY MANAGER:

- (A) SECOND READING OF AN ORDINANCE OF THE CITY OF SANTEE ESTABLISHING SPEED LIMITS.

On motion of Vice Mayor Claussen, second of Council Member Solomon, all voting aye, Council approved second reading of the Ordinance by title only. City Clerk Roper read the title of the Ordinance.

On motion of Vice Mayor Claussen, second of Council Member Solomon, ORDINANCE NO. 95 OF THE CITY OF SANTEE ESTABLISHING SPEED LIMITS was adopted, all voting aye, except Council Member Gallardo, who voted no.

- (B) INTERIM ORDINANCE PROHIBITING OFF-PREMISE BILLBOARDS - CONTINUED FROM 4/11/83 COUNCIL MEETING (AN INTERIM ORDINANCE ADOPTED PURSUANT TO GOVERNMENT CODE SECTION 65858 AS EMERGENCY MEASURE PROHIBITING THE INSTALLATION OF NEW OFF-PREMISE SIGNS OTHER THAN SPECIAL PURPOSE OFF-PREMISE SIGNS AS DEFINED BY THE CITY'S ZONING ORDINANCE).

On motion of Council Member Solomon, second of Council Member Woodward, all voting aye, this item was continued to 5/9/83.

- (C) (See Consent Calendar.)

- (D) POLICY REGARDING CITY FEES PERTAINING TO OTHER GOVERNMENTAL AGENCIES.

On motion of Council Member Solomon, second of Vice Mayor Claussen, Council approved staff recommended alternative (1) directing staff to prepare a fee waiver policy for inclusion in the Legislative Policy Manual requiring agencies to submit their requests for fee waiver in writing for staff analyzation of City costs to be submitted to Council for consideration on a case-by-case basis, all voting aye, except Council Member Gallardo who voted no.

(4) Plan Checking Fees. A plan checking fee shall be paid at the time of submitting plans and specifications for the proposed work. The plan checking fee shall be 65 percent of the building permit fee.

(5) Plans and Specifications. With each application two sets of plans and specifications for the work to be performed at the job site shall be submitted with such other information as may be necessary to determine compliance with local and State laws and regulations.

(k) EXCEPTIONS. The United States, the State of California, school districts, counties and cities shall not be required to pay any fees for filing an application for a building permit pursuant to this Code unless County building inspection services are requested. If so requested, the regular fee schedules in this Code would apply. No fee shall be collected where the Board of Supervisors by written policy has provided for waiver of such fee in order to assist in the formation and development of volunteer fire departments.

(Amended by Ord. No. 5967 (N.S.) Eff. 2-6-81)

Sec. 51.213 (0305(e)(6)). Section 305 (e) of the Uniform Building Code is hereby amended by adding thereto:

6. FLOOD HAZARD. If at any time prior to granting approval of construction following the foundation inspection, or, if no foundation inspection is required or made, following the first on-site inspection, it appears to the Building Official that there may be substantial danger that the building or structure proposed to be erected, installed, constructed, reconstructed, enlarged, altered, repaired, moved, improved, remodeled, converted or placed will be flooded or inundated if the work contemplated is completed in the manner proposed or that the completion of such work will result in the flooding or inundation of other buildings or structures, the Building Official may order all work stopped and refer the matter to the Director of Public Works for review and report as to such substantial danger. At the time of referral, there shall be paid to the Director of Public Works a fee of \$65.00 for review of the flood hazard. If the Director of Public Works reports such substantial danger exists, the Building Official shall order no further work to be done until plans approved by the Director of Public Works as providing reasonably adequate protection for such buildings and structures in consideration of the use or proposed use thereof shall have been incorporated as a part of the plans for work to be done; provided, however, failure to order work stopped or make such referral, or both, shall not be construed as a representation that such danger does not, or will not, in fact exist if the work is completed in the manner proposed. Reasonably adequate protection shall include, but not be limited to:

(1) Design and anchorage to prevent flotation, collapse, or lateral movement of the structure;



# CITY OF SANTEE

10765 WOODSIDE AVE.  
P.O. BOX 40  
SANTEE, CALIFORNIA 92071

## LEGISLATIVE POLICY MEMORANDUM

*Revising/  
Relates to  
82-1*

NUMBER: LPM 83-3

DATE: December 12, 1983

INITIATED BY: Jan Claussen, Mayor

REVIEWED BY COUNCIL: December 12, 1983 *pc*

APPROVED BY COUNCIL: December 12, 1983

INCLUDED IN LPM: December 13, 1983

SUBJECT:

Order of Council Agenda items and opportunities for public input.

PURPOSE:

1. To provide for an orderly sequence in handling and addressing of Council Agenda items when in session.

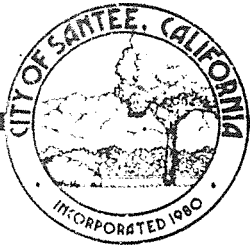
POLICY DISCUSSION:

In order to facilitate clear communication about the order Agenda items will be dealt with by Council during meetings, it shall be the policy of the City Council to address items in the order listed on the published Agenda. Exceptions to this policy, such as taking an item out of order due to a large group present for a single item, or legislators or visiting dignitaries with limited time schedules, etc., will be at the discretion of the Mayor.

Speakers are expected to submit "Request to Speak" forms five minutes prior to the time the item they wish to address is dealt with by Council.

LHR/1s  
Office of the City Clerk

City Manager  
Ronald L. Ballard



# CITY OF SANTEE

Council  
Jack Doyle, Mayor  
Jim Bartell  
Mike Clark  
Pat Gallardo  
Gerry Solomon

## LEGISLATIVE POLICY MEMORANDUM

NUMBER: LPM 86-1  
DATE: May 14, 1986  
INITIATED BY: Loretta H. Roper, City Clerk *By LAR*  
REVIEWED BY COUNCIL: May 14, 1986  
APPROVED BY COUNCIL: May 14, 1986  
INCLUDED IN L.P.M.: May 14, 1986

SUBJECT: Procedures for Corrections on City Council Minutes

PURPOSE: To provide guidelines for corrections to Minutes

POLICY DISCUSSION:

Persons requesting corrections to City Council Minutes shall convey their request to the City Clerk for review and consideration in regard to the existing record. (i.e., notes, action sheets, tapes)

1. The request shall identify the date of meeting, Minute page affected and item number.
2. Minor non-substantive requests for corrections may be made orally to the City Clerk or Deputy City Clerk.
3. Substantive correction requests shall be made in writing, and signed, dated and conveyed to the City Clerk or Deputy City Clerk.

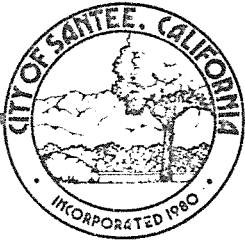
Following review of the applicable record, the City Clerk shall respond to the person requesting the correction and either approve or deny the request. If the correction has been approved, the City Clerk shall apprise Council before the Minutes are approved by advising orally at the Council Meeting or presenting a correction page to Council Members.

If the correction relates to a previously approved set of Minutes, and is approved by the City Clerk, the City Clerk shall provide a staff report of justification via the City Council Agenda Consent Calendar.

Anyone desiring to appeal the City Clerk's ruling on a correction may present their request in writing to the Mayor for Council consideration.

City Manager  
Ronald L. Ballard

Mayor  
Jack Doyle  
City Council  
Jim Bartell  
Mike Clark  
Jack E. Dale  
Roy A. Woodward



# CITY OF SANTEE

## LEGISLATIVE POLICY MEMORANDUM

**NUMBER:** LPM 86-2

**DATE:** January 7, 1987

**INITIATED BY:** Loretta H. Roper, City Clerk *LHR*

**REVIEWED BY COUNCIL:** December 10, 1986

**APPROVED BY COUNCIL:** December 10, 1986

**INCLUDED IN L.P.M.:** January 7, 1987

**SUBJECT:** TIME PERIOD FOR TESTIMONY RECEIVED BY THE CITY COUNCIL

**PURPOSE:** To update original 1982 Policy, clarify group presentation time allotted and add reference to 1986 Brown Act requirements if matters raised by public at Council meeting.

### **POLICY DISCUSSION:**

Other than applicants making a formal presentation as part of the Public Hearing process, it shall be the policy of the City Council to limit the time available to speakers to a maximum of three (3) minutes for any one person. Speakers wishing to address the Council shall complete slips and submit same to the City Clerk indicating the agenda item they wish to address and the amount of time needed for their testimony. If, in the judgment of the Mayor, an individual speaker is in the process of making a salient point and his/her time runs out, the Mayor may extend the time no more than two (2) minutes for the person to complete his/her testimony.

Multiple speakers wishing to address a single item may designate a spokesperson and yield time to a single individual provided that a single spokesperson shall be accorded no more than (15) minutes (plus a 2 minute extension by the Mayor if applicable) of time to complete his/her testimony. Individuals wishing to designate a single spokesperson to whom they wish to yield time shall so indicate on the speaker slip submitted to the City Clerk (i.e. Individuals must designate the spokesperson on the speaker slip to whom time is being yielded).

Organized group presentations with more than four speakers are limited to 15 minutes.

(CONTINUED)



LPM 86-2

Page 2

January 7, 1987

Applicants for Public Hearing Items shall be accorded no more than twenty minutes to present testimony relative to individual agenda items. Applicants will also submit a speaker slip on which is contained the amount of time required for their presentation and the parties to present the same. (This does not preclude the Council from asking questions of the applicant following conclusion of the applicant's formal presentation). Council questions shall not be considered as part of the time available to individual applicants for testimony. Further, members of the Council shall refrain from interrupting individual speakers for questions until the speaker has completed his/her formal presentation.

It shall be the Mayor's responsibility to request monitoring by the City Clerk of the time utilized by individual speakers pursuant to this legislative policy and the City Clerk shall appropriately notify individual speakers when their allotted time has expired. A timing device may be utilized by the City Clerk to fulfill this responsibility if such a device is necessary.

Per implementation of 1986 Brown Act open meeting requirements, unless Council votes to hear a public-raised matter not on the posted agenda the same Council Meeting, any matter raised by the public shall be automatically referred to staff for resolution or placement on next Council Meeting Agenda.

City Manager  
D. L. Ballard



# CITY OF SANTEE

Mayor  
Jack E. Dale  
City Council  
Jim Bartell  
Lori Howard  
James A. Romine  
Hal Ryan

## LEGISLATIVE POLICY MEMORANDUM

NUMBER: LPM 95-1

INITIATED BY: Council Member James A. Romine & Vice Mayor Jim Bartell

REVIEWED AND APPROVED BY COUNCIL (Date): February 22, 1995

INCLUDED IN LPM (Date): March 1, 1995 *JKK*

SUBJECT: COUNCIL MEETING PROCEDURES, TERMS AND DEFINITIONS

### Purpose:

To establish uniform guidelines, terms and definitions to be used by Council Members during Council Meetings.

### Policy Discussion:

The City has never adopted Robert's Rules of Order for parliamentary procedure, preferring to allow more flexibility in processing meeting matters. In order to clarify unwritten procedures, the attached *List of Terms & Definitions-Meeting Procedures* and *Meeting Procedures* were revised and adopted by Council at its February 22, 1995 meeting, and implemented effective immediately.

## Santee City Council

**LIST OF TERMS & DEFINITIONS - MEETING PROCEDURES**

1. **Amend:** Change a motion only if the maker of the motion agrees.
2. **Call for the Question:** End debate and vote on the issue; requires 3 votes.
3. **Division of the Motion:** (Sometimes called splitting the motion)
 

Dividing a motion into two or more propositions: A motion may be split whenever the motion contains two or more parts, each of which may stand alone as a complete proposition, if the other(s) is(are) removed. Each separate question must be a proper one for the Council to act upon, even if the other(s) is(are) not adopted.
4. **Note and File:** File the matter.
5. **Point of Information:** Request information.
6. **Point of Order:** Protest a breach of rules or conduct.
7. **Point of Personal Privilege:**

Concern about inability to hear, noise or a problem; where integrity, character or motives are questioned or where the welfare of the Council is concerned.
8. **"Pulling"** an item off the Consent Calendar of the Agenda:
 

Removing an item from group considered routine or noncontroversial for separate action.
9. **Reconsideration:**

Return of an item at a future meeting scheduled for a date certain (Legislative Policy Memorandum 81-3).
10. **Table** an item: Temporarily suspend consideration of an issue
11. **Trail** the item: Deal with the item later as specified.
12. **Withdrawal of Motion:**

Withdrawn by mover without consent of the Councilpersons.

Santee City Council

MEETING PROCEDURES

- (1) A **Rule Change** must be announced by the Mayor or requested by a Council Member before the item is heard. No rule change is allowed until after item is heard and vote is taken on the item.
- (2) All **rule changes must come before Council** for approval. No unilateral rulemaking shall occur.
- (3) **Substitute motions** are prohibited.
- (4) Requests to **split motions** into separate actions will be honored by the Mayor at any time at the request of any Council Member.
- (5) **Amendments** to motions are prohibited without the approval of the maker of the motion.

2/15/95

RESOLUTION NO. 201-85

RESOLUTION ESTABLISHING TERM OF OFFICE AND METHOD  
OF ELECTION OF VICE MAYOR

WHEREAS, the City Council of the City of Santee wishes to adopt a procedure by which the Vice Mayor is elected, and;

WHEREAS, the City Council of the City of Santee wishes to formally establish the term of office of the Vice Mayor, and;

WHEREAS, the City Council of the City of Santee wishes to adopt a method of election that will result in rotation of the office of Vice Mayor so that each member of the Council has an opportunity to serve as Vice Mayor during his term.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

SECTION 1: TERM OF OFFICE. The Vice Mayor of the City of Santee shall be elected for a one year term.

SECTION 2: TIME OF ELECTION. The Vice Mayor shall be elected in November at the second regular meeting or at a meeting held pursuant to Government Code Section 36801, whichever first occurs.

SECTION 3: ELIGIBILITY FOR ELECTION.

(a) No Councilmember shall be eligible for election as Vice Mayor until he has served for at least one year of his current term on the City Council of the City of Santee.

(b) No Councilmember shall be eligible to serve as Vice Mayor if he has already served as Vice Mayor during his current four year term.

RESOLUTION NO. 201-85

SECTION 4: ELECTION OF VICE MAYOR. The eligible Council-member who had the greatest number of votes at the last election in which he was a candidate shall be elected as Vice Mayor.

SECTION 5: WAIVER OF SECTIONS 3 AND 4. In the event that no Councilman is eligible for election as Vice Mayor, the provisions of Sections 3 and 4 of this Resolution shall be waived for that year.

SECTION 6: EFFECTIVE DATE OF RESOLUTION. This Resolution shall become effective as of November 1, 1986.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Santee, California, at a regular meeting thereof held this 23rd day of October, 1985 by the following vote, to wit:

AYES: DOYLE, CLARK, GALLARDO, SOLOMON, BARTELL

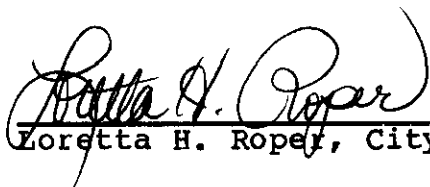
NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

  
\_\_\_\_\_  
Jack Doyle, Mayor

ATTEST:

  
\_\_\_\_\_  
Loretta H. Roper, City Clerk

**RESOLUTION NO. 070 – 2005**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,  
CALIFORNIA AMENDING SECTION 2 OF RESOLUTION NO. 201-85  
PERTAINING TO TIME OF ELECTION OF VICE MAYOR**

**WHEREAS**, the City Council of the City of Santee adopted Resolution No. 201-85 on October 23, 1985 which established the term of Office and Method of Election of Vice Mayor, and;

**WHEREAS**, Section 2 of Resolution No. 201-85 allows for the time of election of Vice Mayor to be at the second meeting in November or in December of election years, and;

**WHEREAS**, the City Council of the City of Santee adopted Resolution No. 56-99 which established the second and fourth Wednesdays of the month as Regular Meeting dates, except for the months of November and December in which one meeting will be held on the third Wednesday in each of these two months, and;

**WHEREAS**, Government Code Section 36801 states following the declaration of the election results and installation of elected officials, the City Council shall choose it's Vice Mayor.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Santee, California that Section 2 of Resolution No. 201-85 is amended as follows:

**SECTION 2: TIME OF ELECTION.** The Vice Mayor shall be elected in December at the Regular Meeting or at a meeting held pursuant to Government Code Section 36801, whichever first occurs.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 16<sup>th</sup> of November, 2005, by the following roll call vote to wit:

**AYES: DALE, JONES, MINTO, VOEPEL**


**NOES: NONE**

**ABSENT: RYAN**

**APPROVED:**

  
**RANDY VOEPEL, MAYOR**

**ATTEST:**

  
**LINDA A. TROYAN, CMC, CITY CLERK**



# POLICY AND PROCEDURE

<b>Subject:</b> City Council Meeting and Operating Procedures (Parliamentary Procedures, Due Process, Mayor/Mayor Pro Tempore, Council Correspondence, Meetings, Agendas, and Minutes)	<b>Index:</b> City Council
	<b>Number:</b> 1201-11
<b>Effective Date:</b> September 3, 2019	<b>Prepared By:</b> City Clerk
<b>Supersedes:</b> Policy and Procedures 1201-1 (Mayor and Mayor Pro Tempore); 1201-2 (Meetings of the City Council); 1201-3 (Order of Business and Preparation of Minutes); 1201-4 (Council Correspondence and Agenda); 1201-5 (Rules of Debate, Decorum, Voting Requirements & Procedures); <del>and</del> 1202-2 (Management/Streamlining of City Council Meetings); <u>and 1201-11 (City Council Meeting and Operating Procedures)</u>	<b>Approved By:</b>

## 1.0 PURPOSE:

To establish policies for City Council meetings and operations, including parliamentary procedures, due process, election/roles of Mayor and Mayor Pro Tem, agendas, and the preparation of minutes.

## 2.0 ORGANIZATIONS AFFECTED:

City Council  
 City Commissions and Committees\*

*\*Note: Except as otherwise noted throughout this Policy, this Policy shall also apply to the City's Commissions and Committees. In applying this Policy to City Commissions and Committees, the term "Council" shall be interpreted to mean the name of the City Commission or Committee, the term "Mayor" shall be interpreted to mean "Chairperson", the term "Mayor Pro Tempore shall be interpreted to mean*



*"Vice Chair", the term "Manager" shall be interpreted to mean "Director", and the term "City Clerk" shall be interpreted to mean the staff member responsible for providing support to the Commission/Committee.*

### **3.0 REFERENCES:**

The Ralph M. Brown Act, GC Section 54950, et seq.

### **4.0 POLICY:**

#### **4.1 Parliamentary Procedures and Due Process**

4.1.1 The proceedings of the City Council shall be guided under the latest revised edition of "Rosenberg's Rules of Order," on all matters pertaining to parliamentary procedure, but no ordinance, resolution, proceeding or other action of the City Council shall be invalidated or the legality thereof otherwise affected by the failure or omission to observe or follow such rules. In the event of a discrepancy between Rosenberg's Rules of Order and this Policy and Procedure, this Policy and Procedure shall prevail.

4.1.2 The Mayor, with assistance from the City Attorney, is designated as the parliamentarian for City Council meetings. The City Clerk shall assist in the City Attorney's absence. Any member of the City Council or the public (pursuant to process below) may raise a point of order and/or seek the City Attorney's input on parliamentary issues, which shall then be considered by the Mayor. The City Council may override any parliamentary decision of the Mayor with a majority vote. The Mayor may interpret and apply but not amend these policies.

Points of order may be raised at any time by City Councilmembers.

Points of order may be raised by members of the public in connection with their opportunity to speak on agenda items pursuant to Section 4.4.6. The Mayor (or chair) shall rule on the point of order and/or request clarification of the law from the City Attorney and then decide and rule. If the point of order is denied by the Mayor or chair, the person making the point of order may seek a vote of the entire Council or body, which decision shall be final.

Members of the public wishing to raise points of order after their opportunity to speak may submit those points of order in writing prior to the adjournment of the meeting. Items so submitted shall be presented for consideration by the City Council in connection with its approval of the minutes of that meeting pursuant to Section 4.6 hereof. At that time the Mayor and City Council will review and

decide the point of order raised and determine whether it warrants scheduling and noticing of that item for reconsideration.

4.1.3 It shall be understood that a member of the City Council or prospective member of the City Council may, in the course of seeking elective office, be asked to state positions on general issues that may eventually come before the Council at a later date. This policy shall in no way impair that Councilmember's right to consider the issue and vote as he/she determines is appropriate.

4.1.4 Ex parte communications are communications received outside of Council meetings or hearings. When the Council acts in a legislative role (for example, to adopt general plan or zoning amendments or to adopt ordinances), Councilmembers are permitted to draw upon nearly all observations and considerations they receive inside and outside the Council meeting. On the other hand, when acting in a quasi-adjudicatory role (hearing permits, revocations, and similar non-legislative decisions), the Council, as fact-finder, should limit its consideration of facts to those presented at the hearing, where all sides have the opportunity to hear and rebut testimony given by all participants. To this end, Councilmembers should avoid receiving or gathering information that might otherwise influence its consideration of the written record and any other testimony it hears through the formal hearing process, or at least disclose their receipt of that information.

4.2 **Election of Mayor and Mayor Pro Tempore and Roles of Those Offices**

4.2.1 At the first Regular City Council meeting in December of each year, the Council shall elect from its members a Mayor and Mayor Pro Tempore. The new Mayor and Mayor Pro Tempore shall assume office immediately upon election. *(Note: Commissions and Committees shall elect from its members a Chairperson and Vice Chair at its first regular meeting occurring after Council completes its annual appointment process for Commission and Committee members and those members assume office.)*

4.2.2 The Mayor and Mayor Pro Tempore shall serve a one-year term at the pleasure of the Council majority.

4.2.3 The Mayor shall act as the primary spokesperson and official representative of the City Council, unless such responsibility is delegated by the Mayor, or otherwise assigned by a majority of the City Council.

- 4.2.4 The Mayor shall preside at all regular, adjourned regular, special and emergency meetings of the City Council, including joint meetings with commissions and committees and closed sessions.
- 4.2.5 The Mayor shall execute all official City documents, warrants and correspondence approved by the City Council.
- 4.2.6 The Mayor is authorized to issue proclamations, commendations and certificates of recognition, which may be presented at Council meetings under Special Presentations. The total time allotted to Special Presentations should, if possible, be limited to 15 minutes per meeting. *(This section does not apply to Commissions or Committees.)*
- 4.2.7 Nothing in this section is intended to suggest that the office of Mayor possesses formal powers or authority in excess of other members of the City Council; rather, the person serving as Mayor is to be recognized as the chairperson of the Council.
- 4.2.8 The Mayor Pro Tempore shall serve and perform the functions of the Mayor in the absence of the Mayor. If both the Mayor and Mayor Pro Tempore are absent from a City Council meeting, the Council members present shall select a Councilmember from those members present to perform the functions of Mayor at that particular meeting.

4.3 **City Council Correspondence**

- 4.3.1 The City Manager, or his/her designee, is authorized to open and examine all mail or other written communications addressed to the City Council as a body, but shall not open correspondence addressed to an individual Councilmember without their express authorization.
- 4.3.2 The City Manager may take action, or direct that action be taken, on issues or requests that do not require Council action. The City Manager shall inform Council when actions are taken on matters of significance or that are likely to be of interest to the City Council.

4.4 **City Council Meetings**

- 4.4.1 The date, time and location of Regular Meetings of the City Council shall be established by resolution. At 11:00 p.m. at each meeting, the City Council will determine which of the remaining agenda items can be considered and acted upon at that meeting and will continue all other agenda items to a future meeting.

- 4.4.2 At all meetings of the City Council, a majority of the Council members shall constitute a quorum for the transaction of business. In the event less than a quorum of the City Council is present, the City Clerk shall adjourn the meeting (which may include adjourning to an Adjourned Regular Meeting), post a Notice of Adjournment, and prepare minutes that reflect that the meeting was adjourned due to lack of a quorum.
- 4.4.3 The City Clerk, or Mayor, shall announce an agenda item before discussion on that item commences.
- 4.4.4 Each person desiring to address the Council is requested to submit to the City Clerk a speaker form. After being called upon by the Mayor, the speaker may proceed to the podium. The speaker may state for the record his/her name and city of residence, but shall not be required to do so.

Members of the public may speak for three (3) minutes and project applicants and appellants (including members of an applicant's or appellant's project presentation team, when applicable) may speak for a combined total of ten (10) minutes on agenda items. At Council's request where Council is acting in a fact-finding or hearing capacity, the Mayor may grant additional time (unless overruled by a majority of Councilmembers present) to speakers on agenda items.

Speakers on non-agenda items may speak for three (3) minutes during the oral communications - public forum portion of the meeting.

The time that a speaker devotes to responding to Council inquiries shall not be deducted from their allotted speaker time.

- 4.4.5 Members of the public may not assign their speaker time to another person.
- 4.4.6 The purpose of addressing the City Council is to communicate formally with the City Council regarding matters that relate to City Council business or citizen concerns within the subject matter jurisdiction of the City Council. Persons addressing the City Council on an agenda item shall confine their remarks to the matter under consideration by the City Council. Speakers may be asked to clarify how their comments relate to the matter at hand. Speakers may address the entire Council or individual Councilmembers, and, if allowed by the Mayor or chair, City staff.
- 4.4.7 Once recognized, members of the public shall not be interrupted when speaking unless to be called to order by the Mayor to: (i)

curtail extraordinary repetition, (ii) curtail speech that is irrelevant to the City Council's subject matter jurisdiction, (iii) explain how his or her speech relates to the City's subject matter jurisdiction, or (iv) address some other point of order. If a speaker is interrupted to be called to order, the speaker shall cease speaking until the question of order is determined, and if in order, he or she shall be permitted to proceed, with additional time allotted for the time taken to determine the question of order.

- 4.4.8 In order to avoid repetitious presentations, whenever any group of persons wishes to address the Council with the same message, it shall be proper for the Mayor to request that a spokesperson be chosen by the group to represent the group's position. Speakers shall not, however, be required to abide by such a request.
- 4.4.9 To expedite Council meetings, Councilmembers are encouraged to contact Staff prior to Council meetings to obtain answers to questions and to obtain clarifications as needed.
- 4.4.10 Staff shall compose Administrative Reports in a clear and concise manner. Staff shall strive to write reports in a manner that can be easily understood by persons that do not have training in the report's subject matter.
- 4.4.11 Staff presentations at Council meetings are to be condensed to the briefest extent possible, while still providing a basic overview of the issue under consideration. Staff is encouraged to refrain from reiterating issues previously addressed in the Administrative Report. However, Staff engaged in such communications shall not use these opportunities to communicate with the members of the City Council the comments or position of any other member of the City Council on City Council business.
- 4.4.12 Members of the public shall not engage in conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the City Council meeting. Any person who so disrupts the meeting is subject to removal from the meeting.

Prior to removing anyone from a City meeting, the Mayor (or other designated chair) shall: (i) notify the person that he/she is in violation of this Section 4.4.12, (ii) specify the specific behavior giving rise to that conclusion; (iii) explain all grounds for the belief that the person's conduct is in violation of law/policy and why such conduct subjects the person to expulsion; and (iv) notify the person that if the conduct continues he/she will be removed. The person receiving such notification shall be asked if he/she understands the conclusion but shall not be required to accept it.

Members of the public receiving notice of disruption pursuant to this section shall have the right, prior to being removed from the meeting, to ask the Mayor to consult with the City Attorney on the grounds for expulsion, and to submit a point of order on the grounds for expulsion. The City Council may override this decision pursuant to Section 4.1.2. The City Attorney shall have a duty to inform the Mayor (or other designated chair) and the public if the City Attorney believes that the Mayor's action is in violation of applicable law.

4.4.13 Motions must be seconded in order to proceed to a vote.

#### 4.5 **City Council Agendas**

4.5.1 With the exception of items added to a City Council agenda pursuant to Section 4.5.4 of this Policy, the City Manager shall be responsible for determining items to appear on City Council meeting agendas.

4.5.2 The standard template for City Council agendas shall be established by Council by majority vote. The City Manager shall have the authority to reorganize the template on a case-by-case basis if he/she believes that a variation in the normal order of business is appropriate.

4.5.3 Councilmembers may agendize items to enable them to "report out" on matters relating to their own activities, including activities pertinent to their Council-appointed positions on regional commissions, committees and boards, provided the report is informational only. If Council action is being sought, the process defined in Section 4.5.4 of this Policy shall be followed.

4.5.4 A member of the City Council may propose at a Council meeting that an item be agendized for future Council discussion, consideration, and/or action. If the proposal is supported by a majority vote of Councilmembers present, subject to notice and hearing requirements, it shall be agendized for a future meeting and noticed as required by law.

4.5.5 Notwithstanding Sections 4.5.1 and 4.5.4 of this Policy, the process to review, appeal, or otherwise "call up" decisions by the Planning Commission or other subordinate City bodies shall be subject to the requirements of the San Clemente Municipal Code.

4.5.6 Notwithstanding Section 4.5.4, a proposal to reconsider any action taken by the City Council may be raised only at the same meeting or the next regularly scheduled meeting of the City Council after the action is taken and may be raised only by one of the

Councilmembers who voted with the prevailing side. Additionally, the motion to reconsider may only be made by one of the Councilmembers who voted with the prevailing side.

4.5.7 The City Clerk shall be responsible for the preparation of Council meeting agendas and shall cause copies to be posted on the City Hall bulletin board(s) and City website. Whenever feasible, regular and adjourned regular meeting agendas shall be posted at least six days prior to meetings, but in no event less than the posting time requirements as set forth in State law. In the case of special meetings, agendas shall be posted as soon as practical, but in no event less than the posting time requirements as set forth in State law.

4.5.8 Consent Calendar items shall be comprised of items that are expected to be noncontroversial. Unless an item is removed from the Consent Calendar by a member of the Council, staff, or the public for separate discussion and action, the Consent Calendar may be acted upon by one motion.

4.5.9 The City Council may waive the reading in full of all Resolutions and Ordinances. The reading of Resolution titles shall be optional. The reading of Ordinance titles shall not be waived.

4.5.10 Members of the public may address Council concerning matters within the jurisdiction of the City of San Clemente, but not separately listed on the agenda, during the Oral Communications portion of the agenda. Speakers may address Council once during either Oral Communications Part 1 or Part 2. Speakers shall be allotted 3 minutes in which to give his or her presentation.

#### 4.6 **City Council Minutes**

4.6.1 The City Clerk shall have exclusive responsibility for the preparation of the minutes.

4.6.2 The minutes of City Council meetings shall be submitted to Council for approval/modification at a City Council meeting. Any direction for modifications to the City Council minutes shall only be made upon a majority vote of the City Council.

4.6.3 Minutes shall be prepared in brief concise form, in what are commonly referred to as "action minutes". Action minutes memorialize what was *done* at a meeting, as opposed to what was *said* at a meeting. An exception to this guideline is that a brief summarization of comments provided to Council by the public are to be included in the minutes. Additionally, the identity of

Councilmembers who make motions, second motions, and cast votes on motions are to be included in the minutes.

4.6.4 Unless the reading of the minutes of a City Council meeting is ordered by a majority of the Council, such minutes may be approved without reading if the City Clerk has previously furnished each Councilmember with a copy thereof.

4.6.5 The approved minutes shall be executed by the Mayor and City Clerk upon approval by the City Council and shall constitute the official record of the City Council meeting.

4.6.6 The City Clerk shall enter the original executed minutes into the official records of the City as a permanent document.

#### 4.7 **Closed Sessions**

4.7.1 The City Council may hold closed sessions during duly-noticed Council meetings on issues authorized by State law.

4.7.2 A City Commission or Committee may hold closed sessions during duly-noticed meetings of its body on issues authorized by State law, the City Council, and the City Attorney.

4.7.3 No member of the City Council, employee of the City, or any person present during a closed session shall disclose to any other person the content or substance of discussion or action which took place during the session, unless a majority vote of the Council authorizes such disclosure.

4.7.4 Closed sessions shall be limited to members of the City Council, City Manager, City Attorney and/or City legal counsel, as well as staff members and experts designated by the City Manager or City Attorney to attend portions of Closed Sessions relating to specific issues, as permitted by law.

4.7.5 To the extent possible, the public will be notified prior to the time that the City Council recesses to closed session as to whether or not a public announcement of action is anticipated following the Closed Session.

4.7.6 Where potential plaintiffs and defendants have manifested or communicated their awareness of facts and circumstances and a legal theory connecting those facts and circumstances to potential litigation involving the City, those facts and circumstances, together with (i) the identity of potential parties or (ii) related documentation, shall be disclosed prior to a closed session to discuss anticipated litigation, in accordance with GC 54956.9.



CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

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Subject:		Effective	Policy
	Page	Date	Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS			
	1 of 13	8/04/15	130

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**PURPOSE**

The purpose of this policy is to set forth rules of order and procedures relating to City Council Meetings, in order to ensure that government is conducted in the City of San Juan Capistrano in an orderly, fair and open way, and that the rights of the people to speak and be heard on matters of public interest are protected.

**SCOPE**

This policy applies to the City Council, Successor Agency, Housing Authority, and any other affiliated entity (now or later established) comprised, in whole or in part, by a majority of the City Council. This policy also applies to any Commission, Committee, or Board of the City.

**PROCEDURE**

**I. CITY COUNCIL MEETING PREPARATION**

- A. Deadline for Filing Items to Be Presented at Regular City Council Meetings.** All items submitted for the City Council agenda must be in writing. The deadline for submitting an item to the City Clerk is 12:00 p.m., 15 days prior to the regular City Council meeting at which the item is to be presented.
- B. Placing an Item on the Agenda by a Council Member.** Any Council Member may place an item on a future agenda, by requesting (under Council Action Items) such placement, accompanied by a brief written explanation.
- C. Posting of the Agenda.** The regular City Council meeting agenda shall be posted at 5:00 p.m. on the Wednesday before the Tuesday Council meeting. However, it may be reposted when it is necessary to add an item to the Agenda, up until 72 hours before the City Council meeting as provided for by law.
- D. Agenda Posting Locations.** A complete copy of the City Council agenda shall be posted: (1) on the outdoor bulletin board at City Hall, 32400 Paseo Adelanto; (2) at the Library, 31495 El Camino Real; (3) at the Community Center, 25925 Camino del Avion; and (4) on the City's website.

CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

---

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	2 of 13	8/04/15	XX

---

- E. Delivery and Distribution of Agenda Packets.** The City Council agenda packets are prepared by the City Clerk’s Office. Barring unavoidable difficulties or holidays, the Agenda packets will be distributed to members of the City Council the Wednesday evening preceding the Tuesday City Council Meeting.
- F. Backup Material for Agenda Items.** Except in emergencies, each Agenda item shall be composed of the City Council Agenda Report cover sheet and all backup material needed for the City Council to take its action.

**II. CITY COUNCIL MEETING ORDER OF BUSINESS**

- A. Order of Business.** The order of business for regular meetings of the City Council shall be:

**Closed Session**

Roll Call  
Oral Communications  
Closed Session

**Open Session**

Roll Call  
Pledge of Allegiance  
Invocation  
Report of Closed Session  
Introductions/Presentations  
Oral Communications  
Public Hearings  
Administrative Items  
Consent Calendar  
Items Removed from the Consent Calendar  
Ordinances  
Council Action Items  
City Council Reports  
Adjournment

**III. CITY COUNCIL MEETING PROCESS AND GENERAL POLICIES**

- A. Reordering Agenda Items.** The Mayor may, unless overruled by a majority of the City Council, reorder items on the Agenda to accommodate the public or to address other concerns.

CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

---

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	3 of 13	8/04/15	XX

---

- B. Review of Remaining Agenda Items.** At the hour of 8:00 p.m., the City Council will review the remaining Agenda items and make a decision regarding which items will be considered before the 9:00 p.m. curfew and which items will be continued to the next meeting.
- C. City Council Meeting Curfew.** The City Council Meeting curfew is 9:00 p.m. A four-fifths vote of the Council is required to extend a meeting beyond that hour.
- D. Presentations.** Presentations shall be scheduled as necessary to recognize persons or groups, or to promote events. All presentation requests shall be forwarded to the Mayor. The Mayor will review the requests and determine whether any recognition will be given and what form that recognition will take (for example, Certificate of Appreciation, Certificate of Commendation, Proclamation).
- E. City Council Minutes.** Minutes shall be submitted for approval and/or correction in draft form on the Consent Calendar at a subsequent regular City Council Meeting. The minutes shall conform to the City's Minutes Policy.
- F. Notification of Meeting Absences.** Members of the City Council shall notice the City Clerk when they are unable to attend a City Council Meeting, including the reason for such absence. Unless an emergency prevents it, the Councilmember shall notify the City Clerk in writing.

**IV. CITY COUNCIL MEETING RULES OF ORDER**

- A. Obtaining the Floor.** Any Council Member wishing to speak must first obtain the floor by being recognized by the Mayor. The Mayor must recognize any Council Member who seeks the floor when that Council Member is appropriately entitled to do so.
- B. Council Member Comment.** Each Council Member shall be allowed an initial opportunity to speak on an Agenda item. Following the comments by all members of the City Council, the Mayor may provide additional rounds of comments for each Council Member.
- C. Motions/Discussion.** Motions shall be governed by Rosenberg's Rules of Order, as set forth below. A motion to limit debate is not in order, unless each member of the City Council has spoken once. Council Members may be allowed to explain their vote. Council participation during the presentation of public testimony or staff reports shall be limited to questions asked at the conclusion of the testimony. No general discussion should be permitted, nor shall

CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

---

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	4 of 13	8/04/15	XX

---

opinions/positions be presented by City Councilmembers, until the testimony has been completed. Council discussion not relevant to the matter should be reserved for the City Council Report portion of the Agenda. Comments inconsistent with the aforementioned should be ruled out of order by the Mayor.

**D. Voting.**

- (1) It is the policy of the City Council that all members present at a meeting fully participate in the discussion of a matter and shall vote for or against a motion, unless disqualified by conflict of interest or other legal reason as provided in this Section.
- (2) If the vote is a voice vote, the Mayor or City Clerk shall declare the result and note for the record all yes votes, no votes and abstentions/recusals. The Council may also vote by roll call or ballot. Regardless of the manner of voting, the results reflecting all yes, no, abstention/recusal votes and the Council Members who cast them must be clearly set forth for the record. To be adopted, a motion requires the affirmative yes vote of a majority of the quorum present, unless a higher vote is required by statute, ordinance, or resolution.
- (3) If a member is disqualified from voting, the member shall not participate in the consideration of the matter, shall not be counted for the purpose of the quorum, and shall leave the dias during the consideration of the matter; provided, however, that if the matter is being considered on the Consent Calendar and has not been removed from Consent Calendar, the Council Member may remain on the dias and disclose the reason for disqualification. A disqualified Council Member may speak on the matter as a private citizen, but only to the extent allowed by the Regulations of the Fair Political Practices Commission.
- (4) For any abstention that is not legally required, the abstention shall be considered concurrence in the motion being voted on and the City Clerk shall record the Council Member's abstention as an affirmative "yes" vote.
- (5) A tie vote means no action has been taken.

CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

---

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	5 of 13	8/04/15	XX

---

**E. Procedural Rules of Order.** The City Council hereby adopts the latest version of Rosenberg’s Rules of Order (2011 ed.), which is incorporated by reference herein, as such Rules may be amended and updated from time to time. In the event of any inconsistency between Rosenberg’s Rules of Order and any statute or City ordinance or resolution (including these policies), such statute, ordinance, resolution (including these policies) shall prevail. The failure of the City Council to comply with such Rules shall not invalidate any action taken by the City Council.

**F. Rules of Decorum for Councilmembers**

- (1) While the City Council is in session, all Councilmembers shall preserve order and decorum. No Councilmember shall delay or interrupt the proceedings of the Council or disturb any member of the public while he or she is properly recognized and addressing the City Council.
- (2) Discussion by Councilmembers must relate to the subject matter at hand and shall be relevant and pertinent to allow for the expeditious disposition and resolution of the business before the City Council.
- (3) While the City Council is in session, Councilmembers shall not engage in any abusive or vulgar language and shall avoid personal attacks on any other member of the City Council, staff or the public; nor shall they publicly impugn the integrity or honesty of such individuals while the City Council is in session.
- (4) Once recognized by the Mayor, a Councilmember shall not be interrupted when speaking unless called to order by the Mayor, unless a point of order or personal privilege is raised by another Councilmember, or unless the speaker chooses to yield to a question by another member of the Council. If a Councilmember is called to order, that Councilmember shall cease speaking immediately until the question of order is determined; and, if determined to be in order, he or she shall proceed.
- (5) Any Councilmember may move to require the Mayor to enforce the rules of decorum and order, and the affirmative vote of a majority of the City Council shall require the Mayor to do so.

CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

---

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	6 of 13	8/04/15	XX

---

**V. PUBLIC PARTICIPATION IN COUNCIL MEETINGS**

- A. Audience Decorum.** Members of the audience shall not engage in disorderly conduct that disturbs, disrupts, impedes, or otherwise renders the orderly conduct of the City Council meeting unfeasible or interferes with the ability of other members of the public who are properly recognized from addressing the City Council during oral communication portion of the agenda. A member of the audience engaging in such conduct shall, at the discretion of the Mayor or a majority of the Council Members, be subject to removal from that meeting.
- B. Request to Speak Form.** Members of the public may address the City Council during Oral Communication and/or before consideration of any agenda item; however, no person shall address the Council without first being recognized by the Mayor. Any person wishing to speak, whether during Oral Communication or on an agenda item, shall be requested to first complete an Oral Communication or Request to Speak form and submit this form to the City Clerk before the Mayor calls for Oral Communication or calls the particular agenda item.
- C. Purpose.** The purpose of addressing the City Council is to communicate formally with the Council regarding matters that relate to Council business or citizen concerns within the subject matter jurisdiction of the City Council. Persons addressing the City Council on an agenda item shall confine their remarks to the matter under consideration by the Council.
- D. Speaker Decorum.** Each person addressing the City Council shall do so in an orderly manner and shall not engage in conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the Council meeting. Any person who so disrupts the meeting shall, at the discretion of the Mayor or a majority of the Council Members, be subject to removal from that meeting.
- E. Time Limit.** In the interest of fairness to other persons wishing to address the City Council and to other individuals or groups having business before the City Council, each speaker shall limit his or her comments to three minutes. If a large number of people (generally twenty or more) wish to address the City Council, the Mayor may alter this three minute time rule. Such alterations may include, but shall not be limited to:
- (1) reducing the three minute time period;
  - (2) requesting audience members to select a spokesperson to present their comments in a single presentation;

CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

---

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	7 of 13	8/04/15	XX

---

- (3) requesting members of the audience to indicate their support for a particular viewpoint by some other means (i.e., raising their hand, standing up, indicating on a request to speak form, etc.); or
- (4) for the Oral Communications section of the agenda only (i.e., non-agendized matters), establishing a time period (for example, 30 minutes) over which speakers would be required to speak following other agendized items.

Consideration should, at all times, be given to balancing the free speech rights of members of the audience with the ability of the City Council to conduct the business activities of the City.

- F. Speak Only Once.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law.
- G. Addressing the Council.** Comment and testimony are to be directed to the Mayor. Dialogue between and inquiries from citizens at the lectern and individual Council Members, members of staff, or the seated audience is not permitted. Council Members seeking to clarify testimony or gain additional information should direct their questions through the Mayor.
- H. Yielding of Time.** It is understood that a person making a request to speak does so on his or her own behalf. For this reason and to guarantee all persons an ample opportunity to be heard, all speakers will be recognized for the same amount of time. No speaker will be allowed to yield part or all of his time to another, and no speaker will be credited with time requested but not used by another.
- I. Oral Communications**
  - (1) **Non Public Hearing Items.** The Agenda shall, at a single time prior to City Council action, provide an opportunity for Oral Communications upon all non-public hearing items noticed on the agenda or which may have been added pursuant to law. The Oral Communications may address any matter within the jurisdiction of the City, whether listed as non-public hearing items on the agenda and/or matters not specifically listed on the agenda. A member of the public who wishes to speak under Oral Communications will be asked to fill out an Oral Communication Request to Speak form and submit it to the City Clerk before the Mayor calls for Oral Communications. If such member of the public wishes to remain anonymous, such member shall be entitled to do so. Persons may speak

CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

---

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	8 of 13	8/04/15	XX

---

under Oral Communications for a maximum of three minutes and shall not be allowed to defer any portion of their time to any other person.

State law prohibits the City Council from discussing or taking action on any item not listed on the Agenda unless the Council makes a determination that an urgency exists and that the need to take immediate action on the item arose subsequent to the final posting of the Agenda. Councilmembers or staff members may provide brief response to comments when recognized by the Mayor for the purpose of doing so.

- (2) **Public Hearing/Appeal Agenda Items.** At Public Hearings, the property owner or the applicant has the burden of proof and, therefore, shall be allowed fifteen minutes for an initial presentation and an additional ten minutes for rebuttal following the other comments on the matter. The Mayor may allow more time if required to provide due process for the property owner or applicant. An appellant, other than the property owner or applicant, and the spokesperson for an organized group of residents residing within the noticed area of the property that is the subject of the Public Hearing, may have up to ten minutes to speak and shall not be allowed to defer any portion of their time to other speakers. All other members of the public may speak during the Public Hearing for a maximum of three minutes and shall not be allowed to defer any portion of their time to other speakers. If a large number of members of the public wish to address the City Council on a public hearing or appeal item, the Mayor may take an action contained in Section V.(E), above.

**J. Violation of the Rules of Decorum.** Upon violation of one or more of the rules of decorum established in Items A or D above, the procedure to enforce the rules shall be as follows:

- (1) **Warnings.** The Mayor shall first request that a person who is violating the rule to cease such conduct. If, after receiving a request from the Mayor, the person persists in violating a rule, the Mayor shall issue a second warning. If, after receiving such warnings, the person persists in violating a rule, any peace officer who is present at the meeting when the violation occurs shall be authorized and directed by the Mayor to warn the person that his or her conduct is violating a rule and that he or she is requested to cease such conduct. If, after two warnings, the person persists in violating a rule, the Mayor may order a recess of the meeting. If, upon resumption of the meeting the violation persists by such person, the Mayor shall order another recess, whereupon the Mayor shall have the authority to ask any



CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

---

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	9 of 13	8/04/15	XX

---

peace officer to remove the person from the meeting and/or to cite the person as being in violation of Penal Code Section 403.

- (2) **Motion to Enforce.** If the Mayor fails to enforce the rules of decorum set forth herein, any Council Member may move to require the Mayor to do so, and an affirmative vote of a majority of the Council shall require the Mayor to do so. If the Mayor fails to carry out the will of the majority of the Council in this matter, the majority may designate another Council Member to act as Mayor for the limited purpose of enforcing the rules of decorum established herein.
- (3) **Clearing the Room.** Pursuant to the Ralph M. Brown Act (Government Code Section 54957.9), in the event that any meeting is willfully interrupted by a person or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of the individuals who are willfully interrupting the meeting, by a majority vote of the City Council, the meeting room may be ordered cleared and the meeting shall continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to Government Code Section 54957.9. The Mayor may re-admit an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.
- (4) **Violation of the California Penal Code.** A person or persons who substantially impair(s) the conduct of a City Council meeting by knowingly and intentionally violating these rules of decorum may be prosecuted under Penal Code Section 403 for disturbing a public meeting. Every person who violates Penal Code Section 403 is guilty of a misdemeanor.

**VI. PUBLIC HEARINGS**

**A. Process and Procedures**

The City Council conducts Public Hearings on applications, projects, and other matters as required to provide due process of law. The following information outlines the process under which Public Hearings will be conducted.

CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

---

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	10 of 13	8/04/15	XX

---

- (1) Staff will review the application/project/matter, will prepare a staff report, and may make a recommendation or propose alternatives to the City Council prior to the Public Hearing.
- (2) A notice of the Public Hearing will be posted, published, and mailed as required by law.
- (3) The members of the City Council will receive the staff report for the application/project/matter in the Agenda packet prior to the meeting. This provides the Council with an opportunity to study the staff report, which will become part of the hearing record, and to become familiar with the project prior to the Public Hearing.
- (4) When the Public Hearing is called, staff will summarize the application/project/matter as contained in the staff report or request a continuance to a future meeting. The City Council may ask questions for clarification. City Council shall not express an opinion or position on the application prior to the conclusion of the public hearing. If a City Council member has spoken to any party or member of the public regarding a public hearing item, or has visited the subject property, the City Councilmember should briefly summarize such conversation and acknowledge the site visit.
- (5) Once the Public Hearing is opened, the applicant/property owner is entitled to present the application/project/matter in person or through a representative.
- (6) Following this presentation, members of the general public may speak, in the order in which they turned in their Request to Speak forms.
- (7) Once all members of the general public have spoken, the applicant/property owner will be provided an opportunity to rebut any testimony or evidence provided by opponents or by staff. The rebuttal shall be limited to answering or refuting testimony of opponents or staff.
- (8) Following each presentation, members of the City Council may question the speakers.
- (9) Following rebuttal, the item is then before the City Council for discussion and clarification.

CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

---

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	11 of 13	8/04/15	XX

---

- (10) When all parties have been heard and there are no additional requests to speak, the Mayor may close the Public Hearing and/or any member of the Council may make a motion to:
- a. Continue the Public Hearing to a date certain to allow for further study/discussion; or
  - b. Close the Public Hearing and do one of the following
    - (1) approve the application/project/matter as submitted,
    - (2) conditionally approve the application/project/matter with certain revisions,
    - (3) deny the application/project/matter, or
    - (4) deny the application/project/matter without prejudice (this action will allow applicant to refile without waiting a specified time period and will permit the waiver of the required fees).
- (11) The applicant or property owner may withdraw the application/project/matter at any time before a vote is taken by the City Council.

**B. Mayor's Guidelines for the Conduct of Public Hearings**

- (1) The Mayor states "This is the time for the Public Hearing on Agenda item #\_" (describe generally from Agenda).
- (2) The Mayor opens the Public Hearing by calling on the City Manager for the Staff Report. The City Manager will then call on the appropriate staff member to give the report. Council Members may ask clarifying questions of staff.
- (3) The Mayor calls on:
  - a. applicant/property owner and asks him to state his name and address for the record,
  - b. members of the general public, called in the order that they submitted their Request to Speak forms,

# CITY OF SAN JUAN CAPISTRANO

## COUNCIL POLICY

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	12 of 13	8/04/15	XX

- c. the applicant/proponent for rebuttal,
- d. staff for any closing clarification.

Following each presentation, the Council may question the speakers.

- (4) The Mayor declares that the Public Hearing is closed and states: "The issue is now before the City Council for discussion."
- (5) The Mayor calls upon individual Council Members who request recognition to speak.
- (6) Following discussion, the Mayor or any Council Member may make a motion to:
  - a. Continue the Public Hearing to a date certain to allow for further discussion or study; or
  - b. Close the Public Hearing and, unless other options are available under the statute/ordinance, do one of the following:
    - (1) approve the application/project/matter as submitted;
    - (2) conditionally approve the application/project/matter with certain revisions;
    - (3) deny the application/project/matter; or
    - (4) deny the application/project/matter without prejudice (this action will allow applicant to refill without waiting a specified time period and without repaying all of the required fees).
- (7) The Council votes on the motion.

## VII. COUNCIL POWERS

### A. Role of the Mayor

- (1) The Mayor is responsible for conducting the meeting and should not actively participate in discussion. The Mayor should reserve comment until all of the Council Members have spoken.

CITY OF SAN JUAN CAPISTRANO

COUNCIL POLICY

Subject:	Page	Effective Date	Policy Number
RULES OF ORDER AND PROCEDURE REGARDING CITY COUNCIL MEETINGS	13 of 13	8/04/15	XX

(2) All comment should be directed to the Mayor. Cross talk between Council Members should be ruled out of order by the Mayor.


**B. Council Seating Order.** The Council seating order shall be at the discretion of the Mayor.

**C. Selection of City Council Officers.** At the first regular City Council Meeting in December of each year, the City Council shall select from among its members a Mayor and Mayor Pro Tempore to serve for the following year. The Mayor and Mayor Pro Tempore shall take office immediately following such reorganization. Each shall serve in their respective roles until their successor is appointed, until they are no longer serving on the City Council, or until replaced by a vote of the City Council. In the Mayor's absence, the Mayor Pro Tem shall be the presiding officer at City Council meetings. In the absence of the Mayor and Mayor Pro Tem, the remaining City Councilmembers shall select the presiding officer from amongst themselves.

**VIII. COUNCIL AUTHORITY**

The City Council shall have the authority to waive provisions of the procedures established by this policy unless the procedure is required. Failure of the Council to follow these procedures shall not invalidate or otherwise affect any action of the Council.

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	<b>CITY OF AVALON COUNCIL POLICIES MANUAL</b>	Section <b>3.0</b>
		Revision Date <b>8/5/2014</b>
<b>CITY COUNCIL MEETING POLICIES CITY COUNCIL COMMITTEE, WORKSHOP AND REGULAR MEETINGS, MEETING AGENDAS AND MINUTES</b>		

### **3.1 City Council Meeting Place**

- 3.1.1** All City Council meetings will be held at the Avalon City Hall Council Chambers located at 410 Avalon Canyon Road, Avalon California, unless otherwise noticed.

### **3.2 Regular City Council Meetings**

- 3.2.1** Regular City Council meetings will be held on the first and third Tuesday of each calendar month, with open session beginning at 6:00 p.m. If a closed session is to be held at the meeting, it will be generally held at the beginning or the end of the regular meeting. However, with consideration for parties critical to be in attendance at the closed session, the closed session may be scheduled at any time during the regular meeting as noticed pursuant to the Ralph M. Brown Act and Resolution No. 2012-12. All discussions, actions and information provided in closed sessions are confidential, and shall remain so unless the City Council votes to disclose closed session matters or if disclosure of actions is required by The Ralph M. Brown Act.
- 3.2.2** Regular City Council meetings will be held to conduct regular Council business. Items requiring Council action will be considered at these meetings. The City Manager and Department Heads may present reports as needed and/or as requested by the City Council.

### **3.3 Council Workshops**

- 3.3.1** Council workshops will be held on an as needed basis and shall be noticed pursuant to the requirements of The Ralph M. Brown Act.

### **3.4 Non-Emergency Special Council Meetings**

- 3.4.1** Non-emergency Special Council meetings may be called by the City Manager or by a majority of the Council in accordance with the Ralph M. Brown Act.
- 3.4.2** All Council Members, the City Manager, pertinent Department Heads, the City Attorney and the City Clerk will be notified of the Special Council Meeting and the purpose for which it is called. Notification shall be in writing, at least twenty-four (24) hours prior to the meeting and shall be noticed and conducted in accordance with the Ralph M. Brown Act.
- 3.4.3** Newspapers of general circulation in the City, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall receive written notice in accordance with the Ralph M. Brown Act. The City Clerk will attempt to provide electronic notification to entities requesting such notification but such notification is not guaranteed nor will it replace written notification.
- 3.4.4** An agenda shall be prepared as specified for regular Council meetings in Section 3.8 herein, and shall be delivered with the notice of the special meeting to those specified above.
- 3.4.5** Only those items of business listed in the call for the special meeting shall be considered by the Council at any special meeting.

### **3.5 Emergency Special Meetings**

- 3.5.1** In the event of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the City Council may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in Section 3.4.2, above. An emergency means a crippling

disaster, which severely impairs public health, safety, or both, as determined by a majority of the members of the Council or work stoppage or other activity, which severely impairs public health, safety, or both, as determined by a majority of the members of the Council.

**3.5.2** Newspapers of general circulation in the City, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the City Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Council, as soon after the meeting as possible.

**3.5.3** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the City Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in a public place at City Hall as soon after the meeting as possible.

### **3.6 Adjourned Meetings**

A majority vote by the City Council may terminate any Council meeting at any place in the agenda to any time and place specified in the order of adjournment and less than a quorum may so adjourn a meeting for lack of a quorum, except that if no Council Members are present at any regular or adjourned regular meeting, the City Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given as required by The Ralph M. Brown Act.

### **3.7 Public Notification of Meetings**

**3.7.1** Agendas for upcoming City Council Meetings shall be posted in accordance with the provisions of Section 3.8.4 and 3.8.4 below and 3.5.1 above.



- 3.7.2** Notice of upcoming meetings may appear in such other places as the local paper, in newsletters sent out with bills and in other places available to the City.

### **3.8 Council Meeting Agendas**

- 3.8.1** The City Manager, in cooperation with the City Clerk and City Attorney, shall prepare an agenda for each regular meeting of the City Council. Any Council Member may place an item on the regular meeting agenda at a regular Council meeting or workshop by making a written request to the City Manager.
  
- 3.8.2** This policy does not prevent the Council from taking testimony at regular and special meetings of the Council, during the public comment portion of the Council meeting, on matters that are not on the agenda, which a member of the public may wish to bring before the Council. However, the Council shall not discuss or take action on such matters at that meeting. However, Council Members may briefly respond to statements made or questions posed during public comment portions of a meeting. In addition, on their own initiative, or in response to questions raised by the public, Council Members may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Council Members may also provide a reference to City staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.
  
- 3.8.3** At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Council, shall be posted on the City Website and conspicuously for public review at City Hall.
  
- 3.8.4** The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same locations noted in Section 3.8.3.
  
- 3.8.5** In addition to the City Website and City Hall, Council meeting agendas or, if requested, the entire agenda packet shall be

provided to any person who has filed a written request for such materials per the Ralph M. Brown Act. Such request shall be valid for one year.

### **3.9 Council Meeting Minutes**

- 3.9.1** Council Meeting Minutes must be recorded for all Standing City Committee meetings, Workshops and Council meetings. Such minutes should be concise, identifying the items considered, and any action taken.
- 3.9.2** If a written report is submitted for the item, then reference should be made to the written report rather than restating the report contents. General reference should be made to discussion of an item, rather than a detailed description. Action taken should be clearly identified in terms of motions made, who made the motion and second, and the results of the voting.
- 3.9.3** Copies of minutes shall be made for distribution to and for approval by Council Members with the agenda at regular Council meetings.
- 3.9.4** An audio tape recording of regular and workshop meetings of the City Council shall generally be made.
- 3.9.5** Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous.
- 3.9.6** All resolutions adopted by the Council shall be numbered consecutively starting new at the beginning of each chronological year.
- 3.9.7** The minutes of Council meetings shall be maintained as hereinafter outlined.
- 3.9.8** Procedure:
- Date, place and type of each meeting;
  - Council Members present and absent by name;
  - Call to order;
  - Pre-adjourment departure of Council Members by name, or if absence takes place when any agenda items are acted upon;
  - Adjournment of the meeting;
  - Record of written notice of special meetings;

- and,
- Record of items to be considered at special meetings.

### **3.9.9 Council Actions:**

- Approval or amended approval of the minutes of preceding meetings;
- Complete information as to each subject of the Council's deliberation;
- Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- All Council resolutions and ordinances in complete context, numbered serially for each chronological year;
- A record of all contracts entered into;
- A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- Adoption of the annual budget;
- A record of the City Manager's report to the Council;
- Approval of all policies and Council-adopted regulations; and, a record of all visitors and delegations appearing before the Council. However, in accordance with the Ralph M. Brown Act, a member of the public shall not be required, as a condition to attendance, to register his or her name or to provide any other information.

## **3.10 Council Meeting Conduct**

**3.10.1** Meetings of the City Council shall be conducted by the Mayor (or Mayor Pro Tem in the Mayor's absence, or in the absence of the Mayor Pro Tem, by the Council Member selected to be the presiding officer by the remaining Council Member) in a manner consistent with the policies set forth herein.

**3.10.2** In accordance with the Ralph M. Brown Act and Resolution No. 2012-12, all Council meetings should commence at the time stated on the agenda and should be guided by the same. The purpose of City Council meetings is to enable the Council to conduct the business of the City. As such, the following guidelines should be substantially followed, to the extent practicable, depending on the circumstances surrounding each meeting:

**3.10.2.1** After the "Call to Order, Pledge of Allegiance, Roll Call, and Approval of Agenda", the Council will act on the "Consent Agenda"; approving these items with one motion unless any are requested to be pulled from

Consent by a Council Member or a member of the public. In this case, each item pulled will be discussed and voted upon separately. The City Manager shall have discretion to place an item on the consent calendar. Such consent calendar items should be those that are routine and where no controversy is reasonably anticipated.

**3.10.2.2** Each regular agenda item shall then be taken in agenda order unless the order is altered by the Mayor. A brief report from the City Manager or other designated staff will be given.

**3.10.2.3** After hearing the staff report, the Council may ask questions of staff, discuss the issues involved, and comment on the issues. These deliberations shall be guided by the Mayor.

**3.10.2.4** After Council deliberations are concluded or prior to Council deliberations, the Mayor shall ask the audience for public comment prior to calling for a vote.

**3.10.2.5** After public comment, the Council shall vote on the matter before them and proceed to the next agenda item.

**3.10.3** The conduct of meetings shall, to the fullest possible extent, enable Council Members to:

**3.10.3.1** Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

**3.10.3.2** Receive, consider, and take any needed action with respect to reports of accomplishment of City operations.

**3.10.4** Provisions for permitting any individual or group to address the Council concerning any item on the agenda of a special meeting, or to address the Council at a regular meeting, or to otherwise address the Council on any subject that lies within the jurisdiction of the City Council, shall be as follows:

**3.10.4.1** If a member of the public desires to speak on a matter appearing on the agenda, the member should be allowed to speak when the agenda item is being considered. If a member of the public desires to speak

on a matter not appearing on the agenda, the member should speak during the period for public comments. . Speakers are requested to give their name and may give their address. The Council cannot take no action on any item brought up at a public comment time except to refer the matter to staff and/or place it on a future agenda.

**3.10.4.2** Five (5) minutes may be allotted to each speaker to each subject matter;

**3.10.4.3** No boisterous conduct shall be permitted at any City Council meeting. Persistence in boisterous or disruptive conduct shall be grounds for summary termination, by the Mayor, of that person's privilege of address to the Council and the Mayor may take such action in accordance with the Ralph M. Brown Act.

**3.10.5** The City is required to follow certain legal requirements in connection with disclosure of information regarding City employees and personnel matters. Therefore, the Council will conduct any discussion of personnel matters in compliance with such laws. As a result, it will be the policy of the Council that no oral presentation shall include charges or complaints against any City employee, regardless of whether or not the employee is identified in the presentation by name or by another reference, which tends to identify. All charges or complaints against employees shall be submitted to the City Manager for investigation in writing via email or hard copy.

**3.10.6** Willful disruption of any of the meetings of City Council shall not be permitted. In accordance with the Ralph M. Brown Act, if the City Council finds that there is in fact willful disruption of any meeting of the Council, they may order the room cleared and subsequently conduct the Council's business without the audience present.

**3.10.7** In such an event, only matters appearing on the agenda may be considered in such a session.

**3.10.8** After clearing the room, the City Council may permit those persons who were not responsible for the willful disruption to reenter the meeting room.

**3.10.9** Duly accredited representatives of the news media, whom the City Council finds not to have participated in the disruption, shall be allowed to attend the remainder of the meeting.